Catalog 1986-1987

CHOWAN
COLLEGE

Student Records

Chowan College has an established policy concerning the availability of student records. This policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the college intends to comply fully, was designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data. The Chowan College policy on the availability of students' educational records is on file in the Office of the Registrar and may be obtained upon request.

To circulate
within the
library

Correspondence

Inquiries to the college should be addressed as indicated below:

Academic Matters	Dean of the College
Admissions	Director of Admissions
Alumni Affairs	Director of Alumni Affairs
Athletics	Director of Athletics
Catalogs	Director of Admissions
Financial Matters, Fees	Business Manager
General College Policies	President of the College
Gifts and Bequests	President of the College
Housing	Director of Housing
Public Relations	Director of College Relations
Scholarships, Financial Aid	Director of Student Financial Aid
Student Affairs	Dean of Students
Summer School	Dean of the College
Transcripts, Permanent Records	Registrar

All Addresses are:

CHOWAN COLLEGE

Murfreesboro, N.C. 27855

Telephone (919) 398-4101

College Calendar
Fall Semester, 1986

August 21-23, Thursday-Saturday
Faculty/Staff Workshop.

August 24, Sunday
Freshman and transfer students arrive. Dormitories open at 1:00 p.m. Meet in Columns Auditorium at 6:30 p.m. Meet with advisers at 7:30 p.m.

August 25, Monday
Freshman and transfer students meet with advisers at 8:30 a.m. Returning students meet with advisers at 2:00 p.m. All students report to Registrar immediately after meeting with advisers.

August 27, Wednesday
Fall semester classes begin.

September 1, Monday
Fall Convocation.

September 3, Wednesday
Last day that Monday, Wednesday, Friday classes may be added.

September 4, Thursday
Last day that Tuesday, Thursday classes may be added.

September 27, Saturday
Parents' Day.

October 10, Friday
Founders Day.

October 10, Friday
Last day classes may be dropped without academic penalty.

October 17, Friday
Mid-term grading period.

October 18, Saturday
Homecoming.

October 24, Wednesday
Mid-term break begins at conclusion of classes.

October 29, Monday
Classes resume at 8:00 a.m.

November 3-7, Monday-Friday
Campus Evangelism Week.

November 17-21, Monday-Friday
Pre-Registration for Spring semester.

November 25, Tuesday
Thanksgiving holidays begin at conclusion of classes.

December 1, Monday
Classes resume at 8:00 a.m.

December 12-18, Friday-Thursday
Fall Semester Examinations.

December 18, Thursday
Christmas holidays begin at conclusion of examination schedule.

1986

JANUARY

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The Chowanian

CATALOG ISSUE — For Academic Year 1986-1987

PUBLICATION OF

CHOWAN COLLEGE

Murfreesboro, North Carolina 27855

Chowan College, established in 1848, is accredited by the Commission on Colleges, Southern Association of Colleges and Schools. It is a member of the American Council on Education, the Association of American Colleges, the National Association of Independent Colleges and Universities, the American Association of Community and Junior Colleges, the North Carolina Association of Colleges and Universities, and the North Carolina Association of Indpendent Colleges and Universities.

"The Heart of Christian Education
Is Education of the Heart"

VOLUME CXXXVIII SEPTEMBER, 1985 NUMBER 1

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College Calendar
Fall Semester, 1986

August 21-23, Thursday-Saturday
Faculty/Staff Workshop.

August 24, Sunday
Freshmen and transfer Students Arrive. Dormitories open at 1:00 p.m. Meet in Columns Auditorium at 6:30 p.m. Meet with advisers at 7:30 p.m.

August 25, Monday
Freshmen and transfer students meet with advisers at 8:30 a.m. Returning students meet with advisers at 2:00 p.m.

August 26, Tuesday
Registration for Fall Semester Classes.

August 27, Wednesday
Fall semester classes begin.

September 1, Monday
Fall Convocation

September 3, Wednesday
Last day that Monday, Wednesday, Friday classes may be added.

September 4, Thursday
Last day that Tuesday, Thursday classes may be added.

October 10, Friday
Founders Day

October 10, Friday
Last day classes may be dropped without academic penalty.

October 17, Friday
Mid-term grading period.

October 17, Friday
Midterm break begins at conclusion of classes.

October 22, Wednesday
Classes resume at 8:00 a.m.

November 3-7, Monday-Friday
Campus Evangelism Week.

November 25, Tuesday
Thanksgiving holidays begin at conclusion of classes.

December 1, Monday
Classes resume at 8:00 a.m.

December 12-18, Friday-Thursday
Fall Semester Examinations.

December 18, Thursday
Christmas holidays begin at conclusion of examination schedule.

1986

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College Calendar
Spring Semester, 1987

January 9, Friday
Faculty/Staff Workshop.

January 11, Sunday
Students Return. Dormitories open at 1:00 p.m.

January 12, Monday
Sophomores meet with advisers at 8:30 a.m. Freshmen meet with advisers at 1:30 p.m.

January 13, Tuesday
Registration for Spring semester classes.

January 14, Wednesday
Spring semester classes begin.

January 19, Monday
Spring Convocation.

January 21, Wednesday
Last day that Monday, Wednesday, Friday classes may be added.

January 22, Thursday
Last day that Tuesday, Thursday classes may be added.

February 27, Friday
Last day classes may be dropped without academic penalty.

March 6, Friday
Mid-term grading period.

March 6, Friday
Spring break begins at conclusion of classes.

March 16, Monday
Classes resume at 8:00 a.m.

March 16-20, Monday-Friday
Religious Emphasis Week.

April 17, Friday
Easter holidays begin at conclusion of classes.

April 21, Tuesday
Classes resume at 8:00 a.m.

April 25, Saturday
Spring Festival.

May 1, Friday
Honors Day.

May 8-14, Friday-Thursday
Spring Semester Examinations.

May 17, Sunday
Baccalaureate Service.

May 17, Sunday
Graduation Exercises.

1987

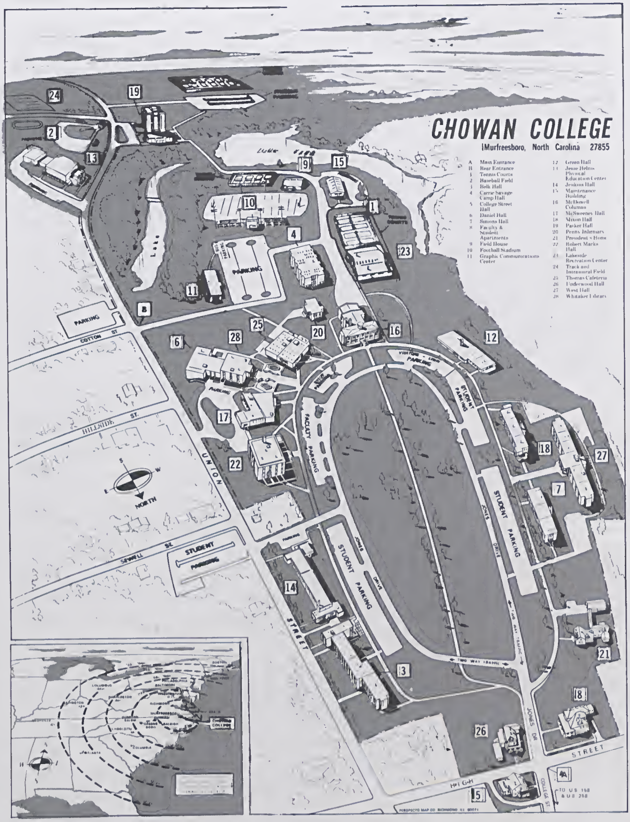
9

DR. BRUCE E. WHITAKER

President of the College

Dr. B. Franklin Lowe, Jr.
Dean of the College

Clayton Lewis
Dean of Students


CHOWAN COLLEGE
Murfreesboro, North Carolina 27855
A Main Entrance
B Rear Entrance
1 Tennis Courts
2 Baseball Field
3 Belk Hall
4 Carrie Savage Camp Hall
5 College Street Hall
6 Daniel Hall
7 Simons Hall
8 Faculty & Student Apartments
9 Field House
10 Football Stadium
11 Graphic Communications Center
12 Green Hall
13 Jesse Helms Physical Education Center
14 Jenkins Hall
15 Maintenance Building
16 McDowell Columns
17 McSweeney Hall
18 Mixon Hall
19 Parker Hall
20 Penny Infirmary
21 President's Home
22 Robert Marks Hall
23 Lakeside Recreation Center
24 Track and Intramural Field
25 Thomas Cafeteria
26 Underwood Hall
27 West Hall
28 Whitaker Library
PARKING
COTTON ST
HILLSIDE ST.
SPIVEY ST.
UNION STREET
STUDENT PARKING
FACULTY PARKING
VISITORS PARKING
JONES DRIVE
TWO WAY TRAFFIC
HIGH STREET
COLLEGE ST
NORTH
TO U.S. 158

General Information

Nature of the College

Chowan College is a two-year, co-educational college owned and supported by the Baptist State Convention of North Carolina.

Chowan follows in the time-honored tradition of smaller, church-related colleges where one finds such advantages as a real sense of "belonging" to the college family, sound academic instruction, economy in tuition and boarding expenses, and a definite interest in the individual on the part of faculty and administration.

Chowan is the second oldest (1848) of North Carolina's seven Baptist colleges.

While the enrollment of Chowan is about 1,000 students, with a plant evaluation of more than $17,500,000, the trustees and administration are determined that quality rather than quantity shall always be the primary consideration.

Chowan College exists for the student and seeks to fulfill its stated purpose within a framework of academic excellence, while maintaining a genuine Christian concern for every student.

Chowan College is operated on a non-discriminatory basis as regards race, sex, color, age, creed, national origin, or handicap. This includes employment, admission, housing, scholarships and grants- in-aid, and public functions.

Purpose of the College

Chowan College, influenced by Christian ideals, endeavors to provide quality higher education and to help students gain a philosophy of life which will lead to their development into responsible Christian leaders and citizens.

The college seeks to fulfill the purpose through the following means: (1) employing faculty and staff who are compatible with the college's statement of purpose; (2) offering instruction in the standard academic disciplines for those students who plan to earn the baccalaureate degrees in senior institutions; (3) providing vocational instruction, on a liberal arts foundation, for the ones who wish to terminate their formal education with one-year diplomas or two-year associate degree; and (4) striving to meet the personal needs of the individual student through academic, social and spiritual counseling.

Heritage

Chowan College first opened its doors on October 11, 1848, as a result of interest and influence of the Baptists of Northeastern North Carolina and Southeastern Virginia. For 62 years, the institution was known as the Chowan Baptist Female Institute; in 1910, its name was changed to Chowan College.

The college was first located on the old Hertford Academy lot and it used the Banks Building and equipment. Three years later the college moved to McDowell Columns, a building which serves today as the campus administration building.

Chowan College remained open during the Civil War, although a number of southern colleges closed. By the latter part of the 19th Century, Chowan was recognized throughout the South for its high standards in scholarship and culture.

The 20th Century brought continued progress to the college by the way of additional buildings and equipment and the maintaining of consistently high standards. However, due to a shortage of students occasioned by World War II, the college closed its doors in 1943. Since its reopening in 1949, Chowan has had a phenomenal growth. It also received full accreditation from the Southern Association of Colleges and Schools in 1956. Chowan is today recognized as one of the outstanding two year colleges in the nation.

Following is a chronicle of some of the important events in the life of Chowan College:

May 19, 1848 — Chowan Baptist Association approves establishing Chowan Female Institute; names Board of Trustees.

October 11, 1848 — First session begins with Archibald McDowell, Principal; 11 girls arrive and register for classes.

November 21, 1849 — Trustees approve financing of institute through Joint Stock Company.

July 4, 1851 — Laying of cornerstone for Columns Building.

August 10, 1853 — Annie J. Ward receives first "four year diploma."

July 6, 1859 — Joint Stock Company relinquishes control of institute to Board of Trustees.

June 22, 1880 — First major attempt to raise permanent endowment.

May 10, 1910 — Organization of Alumnae Association.

May 17, 1910 — Name changed to Chowan College.

May, 1911 — Publication of "Alaska Snuggers" (first yearbook).

May, 1915 — First issue of Chowanoaka.

Fall, 1918 — Organization of first Student Government Association.

May 20, 1920 — Town of Murfreesboro pledges to pay indebtedness of College in amount of $22,500.

September 27, 1925 — First issue of Chowanian.

April 16, 1934 — North Carolina Department of Education recognizes Chowan as "Standard 8 Year College."

September 20, 1931 — First issue admitted as full case academy.

September 3, 1937 — Chowan begins operation at a junior college.

May 17, 1943 — Trustees recommend suspension of operations due to present emergency conditions.

1943-1947 — College remains closed; Board holds occasional meetings.

March 18, 1947 — Special meeting of Chowan and West Chowan Baptist Associations vote to reopen Chowan (Edenton meeting).

March 19, 1948 — "Victory Night" - $100,000 reported raised towards reopening.

September 13, 1949 — College reopens with B.D. Bunn, President; 130 students enroll.

July 23, 1951 — F.O. Mixon succeeds Bunn as President.

May 29, 1953 — Mixon authorized to proceed with construction of a Graphic Arts Building.

May 4, 1954 — Construction underway on gymnasium - men's dormitory (Mixon Hall).

September 21, 1955 — Excavation completed for science building (Green Hall).

September 20, 1956 — Askew Student Union ready for use.

October 28, 1956 — Death of President Mixon. Oscar Creech named Acting President.

November, 1956 — Chowan receives full accreditation by Southern Association of Colleges and Secondary Schools.

March 25, 1957 — Bruce E. Whitaker elected President.

October 25, 1958 — Dedication of new women's dormitory (now Jenkins Hall).

November 2, 1959 — New college cafeteria dedicated. (Thomas Cafeteria).

October 12, 1960 — Dedication of new men's dormitory (Vann Hall).

September 14, 1963 — First use of new college stadium.

May 6, 1964 — First classes held in Robert Marks Hall.

October 17, 1964 — Dedication of men's dormitory (Wynn Hall); women's dormitory (Beth Hall); and cafeteria annex.

February 22, 1965 — Board authorizes creation of Board of Advisors.

Summer, 1965 — Completion of Penny Infirmary.

July 12, 1968 — Wiseman Library and new Daniel Hall (first wing) ready for occupancy.

June 2, 1969 — Contracts awarded for construction of men's dormitory (Parker Hall).

February 21, 1972 — Ground breaking ceremonies for new science-engineering facility.

May 19, 1974 — New science-engineering facility dedicated and named Carrie Savage Camp Hall.

September 22, 1974 — Ground breaking ceremonies for new gymnasium (physical education center).

September 1, 1980 — Dedication of Jesse Hobbs Physical Education Center.

August, 1983 — First use of new Hunter Graphic Communications Library.

Campus

The college's campus consists of 289 acres. The main campus is monumented with ancient pines and majestic oaks. A circular drive (seven-tenths of a mile in length) provides easy access to the campus facilities and encircles a beautifully landscaped oval lawn, which is divided by historic Pine Walk, the main approach to the graceful McDowell Columns.

Numerous new buildings, of both contemporary and modern design, provide comfortable space for living and study. Twelve of these buildings — four dormitories, five classroom buildings, cafeteria, infirmary, and library — are fully air-conditioned.

Buildings

McDowell Columns Building, erected in 1851, is a beautiful brick and concrete structure, with massive columns and broad veranda, so characteristic of the old South. This structure contains the administrative offices of the college. A later addition to "The Columns," the *South Building,* contains additional administrative offices, and an auditorium with a seating capacity of 600.

Whitaker Library, a three-story contemporary structure of modern design, was constructed in 1968 to shelve 100,000 volumes and contains space for 330 students and faculty in several reading areas. Also housed in this structure are the Baptist Collection and items of historical interest to Chowan College and the region of Northeastern North Carolina and Tidewater Virginia.

Daniel Fine Arts Building, a modern structure erected in 1968, contains space and equipment for music, drama, and art, including practice rooms and choral rooms for various musical organizations active on campus and functioning as part of the Department of Fine Arts. The office of the Chaplain to the College and an activities room for the Baptist Student Union — Campus Christian Fellowship are also housed in this facility.

Green Hall, erected in 1956, served as the science building until 1974, when science instruction was located in a new structure. The facility was renovated and now houses the Division of Art of the Department of Fine Arts. As a result of a bequest from former professor, Dr. David Henry Cooper, and in memory of his wife, Jo Piland Cooper, an alumna of the college, this facility was completely retrofitted in 1984-1985.

Robert Marks Hall, was erected in 1963-64 and dedicated in May of 1964. Marks Hall is a three-story building of contemporary and modern design housing 23 classrooms, 22 faculty offices and equipment for closed circuit television. An outstanding feature of this facility is a large 175 opera-type seat lecture hall. The building was provided primarily by gifts from the family of the late Robert Marks of Boykins, Virginia.

Carrie Savage Camp Hall, constructed in 1972-73, houses the Departments of Science and Mathematics. This new, air-conditioned, three-story structure contains eleven laboratories equipped for learning in biology, chemistry, botany, physics, micro-biology, and anatomy-physiology, an environmental study area, eleven classrooms, departmental

and faculty offices, and a 110 seat auditorium. It contains 45,600 square feet of instructional space. Carrie Savage Camp Hall dedicated on May 19, 1974, is named in memory of Carrie Savage Camp (Mrs. J. L. Camp, Sr.), class of 1881. Miss Savage was the daughter of the Reverend Robert Risop Savage. chairman of the Board of Trustees of Chowan College, 1879-1889.

Penny Infirmary, erected in 1964, was provided primarily by the late Mrs. W. S. Penny of Raleigh. The facility serves both men and women with two floors of space, including treatment rooms, wards and complete air- conditioning.

Jesse Helms Physical Education Center, constructed between 1978-80, houses the Department of Health and Physical Education. This outstanding center contains three basketball courts, three handball courts, a weight room, training room, two classrooms, a mini-gym, locker rooms, offices and the Ruth Camp Campbell Indoor Pool. The facility is named in honor of United States Senator Jesse Helms of North Carolina.

Fieldhouse, constructed in 1977. Located adjacent to the Braves Stadium. The fieldhouse contains locker and shower facilities for home and visiting teams.

McSweeney Hall, housed the Department of Graphic Communications for a number of years and is named in honor of John McSweeney, the first Chairman of the department. When the department was moved to a new facility in 1983, McSweeney Hall was completely renovated (1983-84). It currently serves as a classroom building for instructions in computer science.

Horner Graphic Communications Center, constructed in 1982-83, houses the Department of Graphic Communications, a unique department of the college made possible by newspaper publishers of North Carolina and Tidewater, Virginia. The structure, containing 17,000 square feet, is fully air-conditioned and contains modern facilities for printing technology, photographic darkrooms, a studio, newswriting laboratory, classroom, student locker room, and a lobby area containing a display of historical items. Members of the North Carolina Press Association made significant contributions to assist in the construction of the facility.

Thomas Cafeteria, erected in 1959, is fully air-conditioned. It provides the main dining area and private dining rooms for special meetings of students, faculty, or other groups. During the summer of 1964 an addition was made to the cafeteria which doubled the dining area and now provides a student store and related facilities. This structure is named in memory of Dr. R. P. Thomas, long-time member of Chowan's Board of Trustees.

The President's Home is a two-story house at the entrance of the campus.

Belk Hall for Women, erected in 1964, is a three-story brick building. It houses 200 students and is fully air-conditioned. The structure is completely modern in design and provides lounges on each floor as well as convenient built-in furniture. The hall is named in honor of Mrs. Irwin Belk, Charlotte, North Carolina.

Jenkins Hall for Women, erected in 1958, is a modern and functional unit which provides attractive and desirable accommodations for young

women at Chowan. The residence was named in memory of Charles H. Jenkins and in honor of his mother, Mrs. Olivia Benthall Jenkins.

The F. O. Mixon Hall for Men, a two-story residence hall erected in 1954, accommodates 100 students. It has lounge space and an apartment for a dormitory resident.

Simons Hall for Men, was erected in 1960. The three-story brick building provides living accommodations for 118 students.

West Hall for Men was erected in 1963. The three-story brick building houses 216 students. It contains lounges on each floor, lavatories in each room, convenient built-in furniture and is fully air- conditioned.

Parker Hall is a nine-story men's dormitory, built in 1970. This beautiful building, located on Union Street, is fully air- conditioned and modern in every respect. It houses 280 men, and is named in honor of Elwood W. Parker, of Murfreesboro.

Lakeside Student Center was originally constructed in 1954 as a physical education facility. It was completely renovated in 1981. Available within this facility are an area for roller skating, the college post-office, a laundry facility, lounge areas, TV room, conference room, game room, SGA offices, and office of the Director of Student Activities.

Development

With faith in the support of its college family, alumni and friends, Chowan College initiated its Development Program in 1957. With the support of the college's Board of Trustees, Board of Advisors and other outstanding leaders and friends of the college, a virtually new Chowan has been built on this 135 year old campus. This exciting development program, which has been labeled a "modern miracle", is being accomplished within the frame-work of comprehensive long-range planning and sound fiscal management. Leaders from North Carolina, Virginia and other states give wise counsel and direction to the college.

It is significant that the college has operated in the black in each year of development and has kept cost to its students (tuition and fees) at the minimum level. The college makes every effort to gain the maximum educational mileage out of every dollar entrusted to it. In addition to

brick-and-mortar, Chowan has projected the financial resources needed to keep plant and program operating at top efficiency, to meet the intellectual and spiritual requirements of its students, to supply an adequate library and equipment needed to accommodate them, and to support the quality faculty necessary to lead them. Through the Annual Giving Fund Program, the college seeks annual support from a variety of sources to help underwrite the day-to-day operation of the College.

Development Attainment Projections

Projected Cost		*Loans*	*Needed Gifts*
$ 850,000	Whitaker Library (completed)	$ 600,000	$ 250,000
1,160,000	Daniel Hall (Fine Arts) (completed) Parker Hall (Residence) (completed)	975,000	185,000
275,000	Land Acquisition (completed)	175,000	100,000
1,300,000	Camp Hall (Science Engineering) (completed)		1,300,000
2,750,000	Gym-Physical Education Facility (completed)		2,750,000
135,000	Athletic Dressing Rooms (completed)		135,000

Renovation and Expansion Projections

332,000	College Lakes & Landscaping, Grounds, Service Drives	332,000
60,000	Renovation of McDowell Columns (completed)	60,000
100,000	Renovation of Green Hall (completed)	100,000
120,000	Renovation of Chapel-Auditorium (completed)	120,000
100,00	Expansion of Whitaker Library	100,000
550,000	Graphic Communications Building (completed)	550,000
100,000	Renovation of Mixon Hall (completed)	100,000
75,000	Old Gymnasium Conversion to Student Center (completed)	75,000
125,000	Academic Computer Center Equipment	125,000
125,000	Administrative Computer System	125,000
100,000	Renovation of McSweeney Hall	100,000
150,000	Renovation & Expansion of Green Hall	150,000
100,000	Renovation of Jenkins Hall	100,000
100,000	Renovation of Simons Hall	100,000
100,000	Lighting System for Stadium	100,000
100,000	Other Renovation, Repair & Improvements	200,000

Endowment Attainment Projections

450,000	Living Endowment		450,000
5,000,000	General Endowment		5,000,000
1,000,000	Endowment for Student Aid Scholarships		1,000,000
$15,257,000		$1,750,000	$13,507,000

The college actively seeks and encourages planned gifts through wills and trust agreements. Opportunities are available for endowed scholarships; faculty, student and departmental funds; academic programs and departments; and for equipment, buildings and grounds.

Campus Life

Orientation

Prior to enrollment all new students will receive a letter informing them when to arrive on campus for an orientation program. Orientation affords new students the opportunity to become acquainted with the aims and objectives of the college, its traditions and customs, the curriculum, activities, student leaders, faculty and staff members, and the college environment.

College Committees

Students are currently serving on the following college committees: Class Absences, Scholarship, Library, Athletic, Graduation, Housing, Judiciary, Cafeteria, Publications, Intramurals, Hospitality, Health, Student Activities, Faculty-Student Relations, and Financial Aid. The student

members have voting rights and thus share in planning social, operational, and academic phases of the college.

College Organizations

New students are welcomed into all organizations except those whose members are invited in recognition of their eminence in scholarship, athletics, writing, music, dramatics or special phases of leadership. Announcements concerning organizational activities are posted on bulletin boards, published in the college newspaper, and noted in assembly bulletins and the weekly campus calendar..

Student Government

All students are automatically members of the Student Government Association of Chowan College. The organization offers them opportunities to become meaningfully involved in college- sponsored activities, to gain experience in democratic procedures and to participate in the operation of the college. Through the legislative, executive and judicial branches of the SGA, students have an opportunity to voice their points of view and recommendations to the administration. Also, within limitations of power granted to the SGA by the President of the College, elected student leaders administer and enforce policies which regulate life within the college community.

Religious Activities

A full-time chaplain is a member of the college staff. He seeks to interpret the place of religion in society and in the Chowan College community. He ministers to students by helping them translate their worship into Christian living. All religious activities, including the weekly assembly programs, are coordinated by the chaplain.

A varied program of religious activities is offered to challenge the interest of students and to meet their needs. Opportunities for effective service, spiritual growth, and social fellowship are provided for students through the activities of the Baptist Student Union – Campus Christian Fellowship, Fellowship of Christian Athletes, and the Ministerial Alliance. During Evangelism Week and Christian Emphasis Week, students have the opportunity to hold individual and small group conferences with guest speakers.

Students are invited by the churches of Murfreesboro and the surrounding area to participate in their worship services. Located within Murfreesboro itself are Baptist, Methodist, Episcopal and Assembly of God churches. Other churches located in the immediate vicinity of Murfreesboro are Roman Catholic, Presbyterian, Friends, Latter Day Saints, Free Will Baptist and Church of God. The closest synagogue is located in Weldon, North Carolina.

Campus Clubs

Monogram Club. To be eligible for membership in the Monogram Club, the student must be a member of a varsity athletic team and participate in intercollegiate competition.

Student Chapter of National Education Association. This organization is open to students who plan to teach. It aims to keep the prospective teacher informed in educational developments and to develop a strong professional attitude toward the teaching profession.

Circle K International. The club offers both service and social opportunities to the student. It is affiliated with Kiwanis International and is open to both male and female students.

Social Science Club. This organization promotes interest in community service projects. Field trips and guest speakers are sponsored for the purpose of exposing members to information on the development, structure and function of human groups conceived as processes of interaction or as organized patterns of collective behavior.

Chowan College Outing Club. All students with an interest in camping and canoeing are invited to become participating members of the Chowan College Outing Club. Members take several weekend trips each fall and spring. Programs related to outdoor and water safety are also sponsored for the benefit of members.

Rotaract. Governed by standards of Rotary International, members of Rotaract are encouraged to practice high ethical standards, promote international understanding and peace and sponsor service projects. Rotaract is open to both men and women.

Vocational Industrial Clubs of America. Membership is open to all students of Printing Technology, Photography and Word Processing for Printing. VICA gives students with similar career goals an opportunity to become acquainted, to develop leadership skills, and to practice high ethical standards.

Chowan Science Club. This is a campus organization which is affiliated with the North Carolina Collegiate Academy of Science. Its purpose is to stimulate interest in the sciences by introducing the lesser known fields through informative programs and projects.

Chowan College Day Student Organization. All students classified as commuting are members of this organization. While this organization serves many functions, its primary objective is to encourage the involvement of day students in college sponsored activities. The organization has official representation in the Student Government Association.

Chowan College Art Society. This organization is sponsored by one or more professors in the Division of Art. The society promotes interest in art through workshops, lectures, demonstrations, critiques, exhibitions and field trips. Campus-based workshops involving professional artists are also sponsored by the Art Society.

Chowan College Photography Club. All students with interests in photography are encouraged to join the Chowan College Photography Club which involves its members in activities and programs related to all fields of photography.

Myriad. This is an organization whose goal it is to publish a literary-arts magazine. Along with providing a forum for critiquing works of poetry, art, and photography submitted by students, Myriad provides its members with three opportunities: (1) to have their own best work recognized and published; (2) to learn more about literature, art, and photography; and (3) to meet others with similar interests.

Interest Organizations. These organizations vary according to the common identifying concerns and interests of students.

Honor Societies

Phi Theta Kappa is a national, honorary, scholarship fraternity for the junior colleges of America and is open to students with a three point average, who are recommended by a faculty committee and approved by the student members of the organization.

Alpha Pi Epsilon (Alpha Pi Chapter) is a national honorary, scholarship society for secretarial students. Its ultimate purpose is to professionalize the status of college-trained young men and women. Motto: "First in Scholarship, Leadership, and Cooperation." To be eligible for membership in the organization, a student must possess the qualities of accuracy, dependability, and initiative; be recommended by the Department of Business

Faculty; and earn a three point- plus average in business and in the liberal arts.

Phi Beta Lambda (Mu Zeta Chapter) is a national business fraternity, affiliated with both state and national organizations. The fraternity's primary purpose is to develop the business and civic leadership qualities that will enable young men and women to be highly successful in tomorrow's competitive world of work.

College Publications

All Chowan College publications, brochures, and booklets, are produced by students under the instruction and supervision of faculty members in the Department of Graphic Communications.

The Chowanian. This is a pictorial periodical disseminating information about Chowan College to alumni, high schools in North Carolina and Virginia, and friends of the college.

The Chowanoka. This is the yearbook, edited by a staff of students with the guidance of a committee of faculty advisors. Student staff members are responsible for the layout and design of this publication.

Smoke Signals. This is a bi-monthly newspaper edited by students under the supervision of a faculty advisor. It carries news and pictures of student activities.

The Student Handbook. This publication contains information about social rules and regulations for Chowan College students. It is distributed and studied during orientation programs.

All student publications must be approved by the administration before they can be printed and circulated.

Drama

For students interested in theatrical activities, Chowan Players offer opportunities for helping to produce plays for the college community. Plays ranging from classic to modern are selected.

Music

Membership in the *College Choir* is open to all students who are interested in choral music. On-campus appearances of the Choir include annual Christmas and Spring Concerts.

Membership in the *Chowan Touring Choir* is selected by audition from the College Choir. The Touring Choir makes several off-campus and television appearances during the year and takes an extended tour in the Spring. Membership in the *College-Community Chorus* is open to all students and persons from the surrounding communities. This organization presents two concerts, one in the fall and one in the spring, each accompanied by orchestra.

Membership in the *College Stage Band* is open to all students who are interested in playing band music.

The *Chowan College Orchestra* is open to all students, faculty and community persons with the permission of the director.

Other *Ensembles* are organized from time to time as the demand exists.

The Chowan College Concert Association brings outstanding vocal and instrumental musicians to the campus four times each year.

Cultural Activities

Through the combined facilities of the college and the community, students have the opportunity to attend numerous programs — lectures, plays, concerts, receptions, recitals, motion pictures, and art exhibits — designed to enrich their educational experiences.

The Chowan Student Government Association, through the help of the Student Activities Committee, sponsors an entertainment series which brings popular groups to the campus.

Social Life

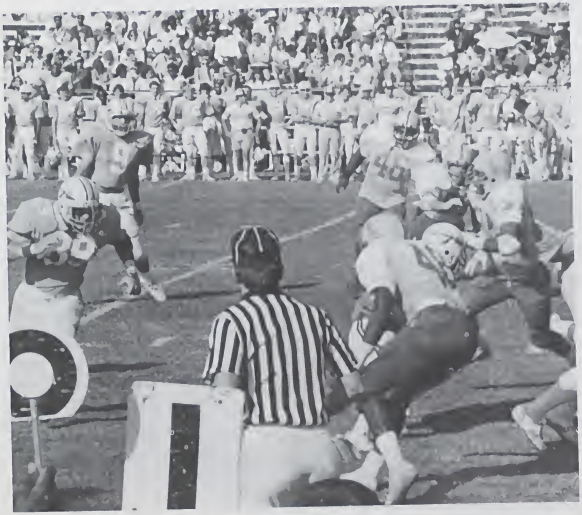
Many occasions for individual and group expression are offered by college-sponsored student organizations. Included are motion pictures, a comprehensive intramural program, and a variety of residence hall and club events. The Student Government Association is actively engaged in sponsoring a broad range of social and entertainment events.

Chowan College Speakers Bureau

Students, faculty, and staff members are available as speakers through the Office of College Relations. Citizens of the Chowan College Community serve as guest speakers at convocations, banquets, civic clubs, commencements, PTA meetings, social affairs, and church activities. The Speakers Bureau serves as a link between the college and friends of the college.

Intramural Sports

Recognizing the importance of physical education in maintaining good health, Chowan makes available to every student an extensive program in intramural athletics. This program is conducted under the supervision of the Department of Athletics and Student Development staff. Intramural teams are organized according to residence halls and are highly competitive. Men and women compete in flag football, volleyball, basketball, and softball. Other programs for men include football skills, cross country, tennis, pool, ping pong, foul shooting, wrestling, weight lifting, and swimming. Other programs for women include tennis, ping pong, cross country, and swimming. The intramural sports program helps the college to advance its purpose by promoting physical recreation and good sportsmanship.



Intercollegiate Athletics

The Director of Athletics has general supervision of intercollegiate activities. Chowan College is a member of the National Junior College Athletic Association, the Tarheel Junior College Athletic Conference and the Coastal Football Conference and is governed in matters of eligiblity by the constitution and bylaws of these organizations.

The intercollegiate program at Chowan is divided into sports for women, sports for women and men, and sports for men. Varsity competition for women includes volleyball, basketball and softball. Both women and men participate on the same varsity golf and tennis teams. The varsity cheerleading squad is composed of men and women and is sponsored by the Department of Athletics. The intercollegiate sports program for men consists of football, baseball, basketball and wrestling.

Fellowship of Christian Athletes

A chapter of Fellowship of Christian Athletes is sponsored by faculty members and coaches in the Department of Athletics. Members of this group meet twice monthly for breakfast in Thomas Cafeteria.

Chowan Traditions

Chowan College has certain customs and events which have become a traditional part of the College.

Homecoming. Homecoming is observed in the fall in connection with a football game, and events for the day are planned by the Student Government Association and Student Development. The Alumni are honored at this event. Half-time activities at the football game include the coronation of the Homecoming Queen and the presentation of the Court.

Parents' Day. This is a day when all parents are invited to the campus. The day includes the President's Reception and a scheduled time when parents can meet with the professors of their sons and daughters. Parents' Day in the fall is observed in connection with a football game. In the spring it is scheduled concurrently with a basketball game.

Spring Festival. Activities for Spring Festival are planned by the Student Government Association and Student Development. Field events, a concert, and a formal dance are part of the activities. The highlight of the event is the crowning of the Spring Festival Queen and recognition of her Court.

Counseling and Career Development

A counselor is available to work with students in learning to cope with or resolve personal problems, to assist students in developing decision-making skills and self-understanding, and to give assistance and support in time of crisis. From time to time small-group sessions are conducted for students who have mutual concerns. All counseling sessions are regarded as confidential.

Assistance with educational planning is available to those who desire help with changing a major or when making plans to transfer to senior institutions. A collection of catalogs from schools to which Chowan graduates frequently transfer and other helpful information is maintained

in the Counseling and Career Center and available to students for browsing. Vocational inventories and personality indicators are available to be administered and interpreted by the counselor to students upon request. Current information on various careers is also maintained in the Center.

Each student is assigned an academic advisor who is available for academic as well as personal counseling. Academic advisors assist their advisees with matters related to programs of study, course requirements, and class schedules. Advisor-Advisee meetings are held twice each semester and students are expected to confer individually with their faculty advisors at least once each semester.

Transfer to Senior Institutions

Approximately 85 percent of those graduated from Chowan Colletransfer to a wide variety of senior institutions. Representative of the senior colleges and universities to which Chowan's graduates are attracted are:

American University, Appalachian State University, Arkansas State University, Atlantic Christian College, Auburn University, Averett College, Baylor University, Belmont-Abbey College, Boston College, Brigham Young University, Campbell University, Carnegie Institute of Technology, Carson-Newman College, Catawba College, Clemson University, College of William and Mary, Columbia College, Davidson College, Duke University, East Carolina University, East Tennessee State University, Elon College, Elizabeth City State University, Elon College, Emory and Henry College, Florida State University, Furman University, Gardner-Webb College, George Washington University, Georgia Institute of Technology, Greensboro College Guilford College, Hampden-Sydney College, Hampton Institute, High Point College, Hollins College, Howard University, Jacksonville State University, Longwood College, Louisiana State University, Lynchburg College, Mars Hill College, Marshall University, Mary Washington College, Memphis State University, Meredith College, Methodist College, North Carolina Central University, North Carolina State University, North Carolina Wesleyan College, North Texas State College, Northwestern State University of Louisiana, Ohio State University, Old Dominion University, Patterson State University, Pfeiffer College,

Queens College, Radford College, Randolph-Macon College, Rensselaer Polytechnic Institute, Rochester Institute of Technology, Salem College, Saint Andrews Presbyterian College, Saint Paul's College, Salisbury State College, Sam Houston State University, South Dakota State University, Southern College of Optometry, Southern University, State University of New York at Buffalo, State University of New York at Stony Brook, Suffolk University, Temple University, Tennessee Technological University, Texas Technical University, Towson State University, University of Baltimore, University of California at Los Angeles, University of Connecticut, University of Delaware, University of Houston, University of Illinois at Urbana, University of Iowa, University of Kansas, University of Kentucky, University of Maryland, University of Massachusetts, University of Miami, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Wilmington, University of New Hampshire, University of Pennsylvania, University of Pittsburgh, University of Richmond, University of South Carolina at Columbia, University of South Mississippi, University of Southern California, University of Tennessee at Knoxville, University of Texas at Arlington, University of Texas at El Paso, University of Utah at Salt Lake City, University of Virginia, Utah State University at Logan, Virginia Polytechnic Institute and State University, Virginia Union Universtiy, Virginia Wesleyan College, Wake Forest University, West Chester State College, Western Carolina University, West Virginia University. West Virginia Institute of Technology, Winston-Salem State University.

This is, of course, only a partial listing. The individual's curriculum, preference and grade-point average will determine, in most cases, the senior institution to which a Chowan graduate will transfer.

Student Mail and Messages

Every student, whether boarding or day, is assigned a post office box and receives mail and intra-colleges messages through the College Post Office, which is located in Lakeside Student Center.

Student Center

Originally constructed in 1954 as a physical education facility, the building was completely renovated in 1981, leaving the basketball court for large group activities and roller skating. Housed within Lakeside Student Center are the college post office, a laundry facility (washers and dryers), an equipment check-out room and the offices of the Student Government Association, the Director of Student Activities and Intramural Sports and the Director of Postal Services. Also, for the benefit and enjoyment of students, Lakeside Student Center contains lounging areas in the balcony and on the main floor with an adjoining room with a wide-screen television, a conference room, a game room and an area with ping pong and pool tables.

Health Services

Each incoming student is required to forward to the Office of Admissions a Chowan College Medical Examination and Health Report. This report is filed in the Office of the College Nurse who maintains a health record on each student.

A Registered Nurse is on duty from 7:30 a.m. until 4:00 p.m. daily,

Monday through Friday. A member of the Student Development staff is on call during weekends. The services of local physicians are used by Chowan students. Such services and any prescriptions are the financial responsibility of each student. Hospital accomodations are available in Ahoskie, a twenty-minute drive from the College.

In keeping with the policy on class absences, boarding students who must miss classes because of illness should consult the nurse before the time the class meets to obtain a medical excuse. Day students who miss classes because of sickness must bring a note from home or from a physician in the case of prolonged illness.

Beds in Penny Infirmary are used primarily for acutely ill students who respond rapidly to rest and conservative treatment. If the student's condition worsens or response to treatment is slow, arrangements are made for treatment and laboratory studies according to instructions from parents.

Student Insurance

Chowan College carries Accident Insurance on all students who are enrolled for a given semester. After the insurance is in force, it applies at all times, on and off the campus. The individual student is responsible for seeing that his claim is filed. We strongly recommend that a student maintain a personal health insurance policy. International students are required to purchase hospitalization insurance through the Business Office of the College before registering for classes.

Thomas Cafeteria

Thomas Cafeteria seats 750 persons. All resident students and students staying in approved homes are required to take their meals in Thomas Cafeteria.

Students and faculty serve on the *Cafeteria Committee,* which meets monthly with the Food Service Director to discuss all matters dealing with food service.

Identification Cards

Until permanent ID cards are issued, the Bursar's receipt serves as a temporary means of identification. Once ID cards have been received, students are responsible for having them in their possession at all times, on and off the campus.

Since students are required to present ID cards when eating in Thomas Cafeteria and cashing checks in Murfreesboro caution should be taken in caring for the card.

Any Chowan student must produce his identification card when called upon to do so by an authorized official of the college, or any authorized civil official.

Lost ID cards can be replaced for $3.00.

Lending an ID card or using another student's ID card is forbidden and is considered an act of falsification.

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Motor Vehicle Regulation

Motor vehicles may be kept on campus providing they are properly registered through the Office of the Business Manager of the College and the Office of the Campus Safety and Security Officer. The request to register motor vehicles will be initiated through the Office of the Business Manager. Students receive a car registration decal when they register their vehicles and pay the registration fee. Decals must be displayed as designated by existing policy. The parking lot to which the car has been assigned is shown on the registration decal. Parking violation tickets are given to persons who park in unauthorized areas. Improper parking and disregard for vehicle regulations may result in the forfeiture of one's right to have a vehicle on campus. Towing and immobilizing are enforced.

The registration fee for any motor vehicle is $15.00 for either or both semesters of the same academic year. Registration fees are non-refundable under any circumstances.

While the college will, through its normal security measures, attempt to patrol parking areas, the college assumes no liability for personal property of others; moreover, the college has no insurance to cover losses the owner may experience.

A student is expected to observe the car regulations given him at the time of registration. If a student is given a campus traffic ticket, he is expected to pay the amount of the fine in the Business Office of the College. Unpaid fines will become a part of the individual's College account. Transcripts are placed on a non-release status until motor vehicle fines are paid.

Bicycle Registration

The college encourages students to bring bicycles to the campus. Bicycles are registered through the Office of the Security Officer. Registration decals are given to students without charge.

Registered bicycles are:

1. More easily found in case of theft.
2. Stored, upon request of the owner, by the Superintendent of Buildings and Grounds during vacations and between semester.
3. Provided spaces in bicycle racks.

Bicycles are not to be parked in residence hall rooms, halls or stairwells. Racks for parking bicycles are provided in each residence hall area.

Laundry

Arrangements have been made with a linen supplier to furnish a boarding student two sheets, one pillow case, and three bath towels each week. The linens are distributed weekly to individual lockers in the residence halls. Further information and a reservation card will be mailed to students prior to the beginning of the fall term. There is a fee for this service and students participate on a voluntary basis.

Token operated washers and dryers have been placed in Belk and Jenkins Halls. A campus-wide laundromat is available to all students in Lakeside Student Center. A privately owned laundry service is located within two blocks of the campus.

Living Accommodations

All students who do not live in Murfreesboro or near Murfreesboro with their parents must live on campus unless given permission in writing to seek rooming accommodations in conveniently located private homes which have been approved by the Director of Housing.

Room assignments are made in the Office of the Director of Housing according to the date of advance payment of $100.00 and information received through a roommate compatibility questionnaire. Chowan administers a liberal room change policy. However, no resident is permitted to change rooms without written permission from the Director of Housing. Students making unauthorized changes are subject to penalties. Furnishings will not be removed from an apartment, room, hallway, bathroom, kitchen, dining room, lounge or any other area, in any residence hall without permission from the Office of the Superintendent of Buildings and Grounds.

Pets cannot be kept in residence halls.

Residents are required to keep their rooms clean and in order. Occupants are held responsible for any damage to their rooms and furnishings. The cost of damage to the building outside the occupant's room may be charged on a prorata basis to the residents of the facility.

Students who attend Chowan College should be prepared to live in a way which reflects consistency with the purpose of the College and in a manner that demonstrates respect for the rights of their fellow students and the College. Successful residential living requires all parties to be mindful of their rights and responsibilities. Residents have a right to study, rest and relax in a pleasant, safe and clean environment. Residents have an obligation to respect these basic rights of their fellow students. The College is responsible for maintaining conditions which contribute to wholesome residential living.

Private Rooms

A limited number of private rooms have been reserved for students who prefer living in single rooms. These rooms are assigned according to the date the private room fee of $150.00 is received. Applications for private rooms are available from the Office of Housing.

Residence Hall Programs

With assistance from the Associate Dean of Students, residence hall programs which enhance the out-of-class activities of students are planned by officers of residence halls and residence directors. Residence hall programs are presented by faculty, students and resource persons from the area. These programs vary according to the common identifying interests of students. Drug Abuse, Self Protection and Security, The Judicial System, International Relations, Fire Safety, Hunting Safety, Law and the College Student, How Paper Is Made, How To Be A Survivor, and Computer Systems are some of the more popular programs in recent years.

Campus Guidelines

To insure a mutual understanding and appreciation of Chowan's position on certain issues, the following campus guidelines are listed:

1. The College will not tolerate student disorders. Any student found guilty of violating the Chowan College Policy on Student Disorders, a policy explained during orientation programs, will be subject to suspension or expulsion, depending upon the nature of the violation.

2. The College is opposed to the use of alcoholic beverages by students. Drinking or the possession of intoxicating beverages on the campus is not permitted.

3. Gambling, lying, cheating, stealing and other forms of unacceptable behavior may be cause for suspension.

4. Any student who, without medical prescription, possesses, transports, or engages in the illegal sale of amphetamines, barbiturates, hallucinogenics, narcotics, and marijuana will be subject to dismissal from the college.

5. The possession of firearms and pyrotechnics, whether in residence halls or any other place on the campus, is prohibited both by College policy and state law.

6. The College maintains a system of single sex residence halls. Women live in Belk and Jenkins Halls. Men reside in West, Simons, Mixon, and Parker Halls. Violation of the policy on single sex residence halls may be cause for suspension.

Discipline

Ultimately, college discipline is in the hands of the Student Government Association, Student Development Deans, and the President, who administer policies adopted by the Board of Trustees. The purpose of discipline is to maintain order in the institution and to develop good character in its students. At Chowan discipline is guidance oriented. Fortunately, other means are seldom needed to secure good conduct, but when necessary, they are used in varying degrees from a call down to expulsion. The College reserves the right at all times to exclude students whose conduct or academic standing it regards as undesirable without specifiying any further reason for exclusion. In some cases, fees will not be refunded, in whole or in part, and neither the college nor any of its personnel or officials shall be under any liability whatsoever for such exclusion.

Furthermore, the college reserves the right to change its policies upon proper notice.

Financial Information

The average cost to CHOWAN COLLEGE over and above what the student is required to pay is approximately $2,000 per student. This amount is contributed by the Baptist State Convention of North Carolina, the Independent College Fund of North Carolina, Inc., churches, individuals, corporations, foundations, and from endowment funds of the college

As a private, church-related college, Chowan must seek additional financial support from its college family, alumni, parents, friends, businesses, corporations and foundations to provide special funds needed for projects over and above those which tuition and endowment sources can support. These gifts have permitted Chowan College to keep its tuition and fees at a minimum level while elevating its educational program toward a position of esteem among independent liberal arts institutions. Every effort is made at Chowan College to keep student fees and tuition at the lowest possible level, realizing that actual instructional and service costs exceed the stated charges. We encourage parents and others who are able and willing to make gifts through the Chowan Parents Association to assist in keeping tuition and fees to the student at a reasonable level and strengthen the educational program of the college. Such are tax deductible and gifts should be made payable to the Chowan College Parents Association and mailed to Chowan College, Murfreesboro, North Carolina 27855.

Classification Of Students

Chowan College has two classifications of students: *Boarding* and *Commuting*. A *Commuting Student* is considered to be one (1) who is obviously a resident of Murfreesboro, (2) whose permanent residence is in such proximity to Murfreesboro that he drives to and from the college each day, or (3) who is married and has established a residence for his family in the Murfreesboro area. *Boarding Students* include all students who live in college dormitories.

By order of the Board of Trustees, all students rooming in college dormitories are required to take their meals in the college dining hall. Such students are classified as *Boarding Students*. Board and room fees do not include holiday periods. *Boarding students* are re-

quired to live on campus. While the college cooperates with students in honoring their dorm and roommate choices, the college does reserve the right to make room assignments for students. Moving without prior permission from an assigned room is prohibited (see item 7 under Financial Regulations).

An international student who has administrative approval to live off campus is charged as a boarding student, less room and board.

Financial Information for Year 1986-87

All students applying for admission should send $10 with completed application to the Director of Admissions. This is an application processing fee and is *non-refundable nor is it included in the charges listed below:*

Student Fee Schedule For 1986-87

Boarding Student:	Semester	Year
Registration Fee	$ 15.00	$ 30.00
Tuition	1,275.00	2,550
General Fees	250.00	500.00
Student Activity Fee	90.00	180.00
Health Fee	70.00	140.00
Room	470.00	940.00
Board	675.00	1,350.00
TOTAL	$2,845.00	$5,690.00
Commuting Student:	Semester	Year
Tuition and Fees	$1,250.00	$2,500.00

Legal residents of the State of North Carolina will receive legislative tuition grants (NCLTG) which will help to offset the scheduled fees. The amount awarded to each NC student is determined annually by the NC Legislature.

*The college reserves the right to change these rates upon proper notice to its students.

Schedule of Payment

Tuition, fees and other costs for the full semester are payable at the time of registration except for students who have definite commitments of financial aid from the Director of Financial Aid. Even in these cases, the difference between the total cost of the semester and the financial aid commitment is due at the time of registration. *The refund policy is based on the total fees for a semester or term, not the amount that may have been paid on a student's account according to the terms of one of the available payment plans.*

Advance Payment

In addition to the $10 application fee, (1) All students must make an Advance Payment of $100 within twenty one (21) days following notification of their acceptance. The Advance Payment is fully refundable until April 30. (2) After April 30, a student is still required to make the $100 Advance Payment within twenty one (21) days following notification of acceptance, however, the fee is not refundable except for serious illness or death in the student's immediate family. (3) In the event a student is eligible for a refund of his Advance Payment he must submit the request by letter to the Business Manager of the College. A student making the $100.00 Advance Payment for a spring semester is not entitled to a refund except for serious illness or death in the immediate family.

Deferred Payment Fee

Although it is the policy of the College, as authorized by its Board of Trustees, to collect all tuition and fee payments before a term begins, it is recognized that upon occasion some parents and students may experience unexpected problems in complying with this policy. Therefore, when satisfactory terms are requested and arranged with the Business Office for a delayed payment, there will be administered a DEFERRED PAYMENT FEE of $10 for the first 30 days and $5 for each succeeding 30 day period not to exceed $30 for a given semester.

Budget Payment Plan

College policy, as authorized by the Board of Trustees, requires payment of all fees prior to class registration unless satisfactory arrangements for the payment of fees is made well in advance of a semester with the College Business Office. One method suggested for your consideration is the 10 month Budget Payment Plan which provides that parents may enter into agreement with the College to pay any amount up to the full cost of tuition and fees in ten equal installments. Each monthly payment must be made by the fifth of the month commencing June 1 or the agreement may be cancelled. Interest is not charged on the account, but there is a $25 PROCESSING FEE to cover the cost of billing statements and the handling of the student's account on an individual basis. This fee is payable at the time one signs up for the plan.

General Information and Special Fees

(1) Special Students are normally those who live within commuting distance of the college and take less than twelve semester hours. A special student may not register as a boarding student except with special permission of the Dean of the College and the Dean of the Students. In the event that such a student is permitted to live in a dormitory, he will pay full fees as described in the catalog for a

boarding student. A special student may not represent the college in any manner, except with the special permission of the Dean of the College. The fee for a Special Student is $75 per semester hour.

(2) With the permission of the Dean of the College, a person may attend the course lectures in a selected subject and participate with the class; but will not receive any credit for the course. The audit fee is $25 per semester hour.

(3) Any student who desires to take more than 18 semester hours must have special permission from the Dean of the College and there will be an additional charge of $75 per semester hour in excess of 18.

(4) A Music Major will pay an additional fee of $100 per semester, which includes lessons in major and minor instruments and use of a practice room at no additional charge.

(a) Private instruction for college students is $50 per semester.

(b) Special Music Students (non-college students) pay $100 per semester which includes one 30-minute music lesson per week.

(5) All rooms in the residence halls are double rooms; when space is available and requested, a student may live alone in the double room subject to payment of an additional charge of $150 per semester. ($300 per year). The private room contract when signed is for the entire academic year. If a student decides to cancel the private room for fall semester it must be cancelled by July 1 in writing. For spring semester, the cancellation agreement must be signed by December 1. If the student does not cancel the private room agreement by the above stated dates, the student will be responsible for the private room fee.

(6) The expenses listed do not include books, which cost approximately $200 per year, laundry, doctor's fees or medical emergencies, except those covered by the Student Accident Insurance Plan currently in effect.

(7) The College reserves the right to change the price of room and borad upon proper notice to its students.

(8) To qualify as a North Carolina Resident, it is necessary that the applicant and/or his parents shall have been domiciled in the State of North Carolina for at least one year immediately preceding the beginning of that semester, and the applicant or his parents must have been bona fide taxpayers to the State of North Carolina for the *full calendar year* immediately preceding registration. Residence in the State for the purpose of securing an education does not qualify an individual for classification as a North Carolina student.

(9) All money is handled through the College Business Office by administrative personnel bonded to receive and disburse all funds.

(10) The Student Health Fee includes accident insurance and services rendered by the College Infirmary. Brochures describing the coverage are distributed at class registration.

(11) The Student Activities Fee is charged each student to provide a

variety of extra-curricular activities throughout the year. The fee is distributed to and includes student publications, religious activities, drama, athletics and intramurals, music and special student events. The Student Activities Committee has responsibility for promoting and administering these events.

(12) Any student who registers after the announced registration date for any term must pay a $5 penalty.

(13) All candidates for GRADUATION pay $15 to cover the cost of cap and gown, diploma and other expenses related to the commencement exercises. All candidates for gradution who do not participate in the exercises will be charged an additional $10 as an Absentia Fee. This Absentia Fee must be paid to the Business Office before grades will be released, diploma isued or transcript forwarded.

(14) International Students must show evidence of illness/hospitalization insurance at least equal to the plan offered by Chowan College, or they will be required to purchase the College Plan and pay the premium due at the time of class registration for the term of the insurance contract.

General Financial Regulations

1. No credit for academic work is given for a diploma or for transfer purposes until all financial obligations to the College have been paid or adequately secured.

2. The $10 application fee, which must accompany the student's application for admission, is not refundable under any conditions.

3. In addition to the $10 application fee ALL STUDENTS ATTENDING CHOWAN COLLEGE FOR THE FIRST TIME MUST MAKE AN ADVANCE PAYMENT OF $100 BY APRIL 30. If accepted after April 30, payment must be made immediately upon acceptance. The payment will be applied to the student's account with the College. It is refundable until April 30, if requested *by letter prior* to that date; or it may be refunded after that date for one of the following reasons: (1) serious illness or death in the student's immediate family; (2) academic deficiency. EVERY STUDENT is expected to make the $100 ADVANCE PAYMENT.

4. REFUND POLICY. The refund policy presupposes that all fees have been paid prior to class registration. Students who formally withdraw from the college within two weeks, after the beginning of a semester are entitled to a refund of 80 per cent of the fees paid; those who withdraw later than two weeks after a semester begins, but not later than three weeks, are entitled to a refund of 60 per cent of the fees paid; those who withdraw later than three weeks after a semester begins but not later than four weeks, are due a refund of 40 per cent of the fees paid; *and those who withdraw as late as five weeks after the beginning of a semester are entitled to no refund.* The advance payment ($100) is not included in the refund. ANY STUDENT WHO IS ASKED TO WITHDRAW FROM THE COLLEGE FOR SOME INFRACTION OF THE RULES MAY EXPECT A REFUND OF A PRORATA SHARE OF ROOM AND BOARD FEES IF THE

SUSPENSION OCCURS WITHIN THE FIRST FOUR WEEKS OF A SEMESTER, (or its equivalent) ASSUMING THAT ALL FEES HAVE BEEN PAID.

5. Any student who is placed on probation for any reason whatsoever may lose his scholarship, special grant or financial aid during the period of the probation.

6. A student who loses, destroys, defaces, or in any way damages college property, or aids and abets others in so doing, shall within twenty-four hours report this fact to the Business Manager.

7. A student who moves from the room assigned *with permission* from the Director of Housing will be charged $10. Moving *without permission* will incur a $10 fine and may result in the student's return to the room originally assigned.

8. Upon issuance of the key to his room, a student is required to deposit $20 as a Contingency-Key Fee. Upon return of the original key and after the deduction of any damage fees assessed to the student, any remaining portion of this fee will be refunded.

9. All students who keep an automobile on the campus or who will drive to the campus are charged a $15 fee per year for the registration and parking of his automobile. Failure to register a car will result in a fine being levied upon the negligent student, not to exceed $10, and may also result in the forfeiture of the privilege of keeping his car with him at college. Further, no student will be allowed to register a car belonging to someone other than himself, his parents, or his legal guardian. *All students are required to register their cars.*

10. *Personal Possessions* — Although students may leave personal possessions in their rooms over vacations during the regular academic year, they are not permitted to do so over the summer months. The college reserves the right to dispose of any and all belongings left in the residence halls after the closing of school in May.

11. *Insurance Coverage on Possessions* — Chowan College does not carry insurance on student's personal belongings and is not responsible for loss or damage from any cause. Students are advised to check their family's Home Owners insurance to see if it covers belongings at college. If not, students may wish to secure personal coverage.

Financial Aid

The primary purpose of the financial aid program at Chowan is to provide assistance for those students who could not otherwise attend college. Assistance is available in several forms: scholarships, grants-in-aid, loans, and part-time employment.

To be considered for financial aid, the student must:

1. File a need analysis form with either American College Testing (Family Financial Statement) or College Scholarship Service (Financial Aid Form). List Chowan to receive the results. This information is used in determining the amount of assistance to be offered. This form should be filed by March 1.

2. Check on the need analysis form to be considered for Pell Grant. When the Student Aid Report, is received, send all three copies to Chowan College.

3. Apply for State Student Incentive Grant.

4. Be accepted for admission to Chowan College or be making satisfactory academic progress. (See Below.)

5. Transfer students must submit Financial Aid Transcripts from each college attended.

A need analysis form with the request for consideration for Pell Grant must be filed for each academic year.

A full-time student will be academially eligible to receive financial assistance through the federal Title IV programs (Pell, SEOG, NDSL, CWSP, SSIG, GSL, and PLUS) and the North Carolina Contractual Grant Program for three and one-half (3½) years if he meets the conditions given below. A student who enrolls for less than full-time will have the period of time he or she can receive assistance pro-rated.

The first condition is that a full-time student must pass at least eighteen (18) hours per academic year, unless he is enrolled in non-credit courses. Students enrolled in non-credit courses must pass one additional hour for each non-credit course attempted. Part-time students and students not enrolled for a full academic year will be required to pass a pro-rated share of semester hours. (Some state programs and guarantors for GSL will have stricter requirements.)

The second condition is that a student mush maintain an acceptable quality point ratio:

HOURS ATTEMPTED	QPA
1-32	1.20
33-49	1.40
50-66	1.60
67-83	1.80
Over 83	2.00

Records will be reviewed at the end of each academic year.

If a student breaks tenure for at least one year, he will automatically be eligible for renewal of financial aid for the first academic year of re- enrollment. The above conditions will not be used until a subsequent year has been completed.

A student who does not meet the above requirements for renewal of his financial aid and who attends Chowan without aid can have his records reviewed at the end of each enrollment period (semester or summer session).

Non-credit courses will count as three hours attempted. Grades of "S" will count as 6 quality points. A will count as "0" quality points.

A student who fails to meet the Standards for Academic Progress will not be eligible to receive financial assistance.

A student denied financial aid may make an appeal in writing to the Financial Aid Committee if:

1. The student thinks an error has been made in determining he is not making satisfactory progress; and/or

2. The student feels there are mitigating circumstances which affected his meeting the satisfactory progress standards for financial aid.

Consideration for aid is given to citizens and permanent residents of the United States regardless of race, creed, color, national origin, or sex.

Commuting students are eligible to receive only half the amount of college funded scholarships and grants-in-aid. Moreover, a student is eligible for only one college funded scholarship unless otherwise indicated. College funded scholarships and grants-in aid are not available for summer school or for students enrolled for less than twelve semester hours.

The Director of Financial Aid is available to counsel with students and prospective students about financial aid.

Financial Aid Refund Policy

If a student receiving financial aid withdraws from the college during the official refund period as designated in this catalog and if there is a refund to be made, the financial aid program will be refunded before any actual refund is given the student.

Scholarships

Chowan College offers *Academic Honors Scholarships* administered by the Scholarship Committee. These scholarships are not necessarily based on financial need. However, need will be considered as one factor. Primary emphasis is upon the demonstration of academic ability, motivation and seriousness of purpose. *Information concerning all scholarships may be obtained from the office of the Director of Student Financial Aid.*

Presidential Scholarships.

The college offers five Presidential Scholarships valued at actual tuition. To be considered, the student must have a high school average of 3.5 or better, have an SAT score of 1000 or better, and rank in the upper fifteen percent of the graduating class. These awards are renewable for a second year of study upon attainment of an academic average of 3.5 or better on all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Aid to the President of the College.

Academic Honors Scholarships

The college offers five scholarships valued at three-fourths tuition. To be considered, the student must have a high school average of 3.3 or better, have an SAT score of 1000 or better, and rank in the upper twenty-five percent of the graduating class. These awards are renewable for a second year of study upon attainment of an academic average of 3.3 or better on all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Aid to the Dean of the College.

The college offers five scholarships valued at one-half tuition. To be

considered, the student must have a high school average of 3.3 or better and rank in the upper twenty-five percent of the graduating class. No minimum SAT score is required. These awards are renewable for a second year of study upon attainment of an academic average of 3.3 or better all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Aid to the Dean of the College.

The college offers five scholarships valued at one-half tuition. To be considered, the student must have a high school average of 3.0 or better, have an SAT score of 850 or better, and rank in the upper twenty-five percent of the graduating class. These awards are renewable for a second year of study upon attainment of an academic average of 3.0 or better on all work attempted in the freshman year. Recipients are jointly recommednd-ed by the Director of Admissions and the Director of Financial Aid to the Dean of the College.

Note:A student holding an honor scholarship who wins the $500 offered by Chowan College for the highest scholastic average as a freshman shall continue to receive the full amount of his honor scholarship, except that combined scholarships shall not exceed student fees.

Other scholarships offered by Chowan College and interested friends of the College are listed below:

Trustee Grants

The college, through the Director of Financial Aid, has available several awards up to amaximum of $500 to those students who demonstrate the potential to make a positive contribution to the college. Renewal for the sophomore year is dependent upon the student's having a C average or better at the end of the freshman year and at the discretion of the Director of Financial Aid.

Two Scholarships of $500 Each. Donor: Chowan College. Conditions: Recipient must be from the Baptist Children's Homes of North Carolina. To qualify for this scholarship, the student must have maintained at least a "90" average throughout high school and be recommended by the Baptist Children's Homes. The recipient may be eligible to receive this award for the second year of study at Chowan College.

A Scholarship of $500. Donor: Chowan College. Condition: Highest scholastic average by a Chowan College Freshman who is a returning student.

D.F. and Ada C. Adams Memorial Scholarship. $500. This scholarship honors the memory of Mr. D.F. Adams and Mrs. Ada C. Adams, the late parents of Professor Esther A. Whitaker. Funds have been made available by members of the family and friends. This scholarship is awarded anually by the Scholarship Committee to a worthy and deserving student who desires the benefits of Christian higher education.

Alpha Pi Epsilon Scholarship Award. $50. Donor: Alpha Pi Chapter, Alpha Pi Epsilon. A scholarship award given to a two-year Business Education or Office Administration student, who has the highest academic average and who has shown outstanding loyalty, dedication, and service to Alpha Pi Chapter

Two Scholarships of $100 Each. Donor: Baptist Woman's Missionary Union of Bertie County. Conditions: Recipient must be from Bertie County, and is selected by the donor. Recipient may apply for a second year award. Apply directly to the W.M.U. of Bertie County, Windsor, N.C.

Daivd L. Boone Memorial Scholarship of $500. (An endowed scholarship.) Donor: His mother, Mrs. Francis B. Boone, Beaufort, N.C. A one-year award.

Bryan Scholarship Trust of $5,000. An endowed scholarship honoring the memory of James E. and Mary Z. Bryan. The award is made by the Scholarship Committee of the College to either young men or women who are bona fide residents of North Carolina, and who are worthy and need financial assistance to obtain or complete their education. The scholarship may be renewed for a second year of study at Chowan College.

Ross A. Cadle Memorial Scholarship of $200. An endowed scholarship funded by the family and friends of the late Mr. Cadle, Director of Admissions at Chowan College from 1954-1966. Awarded by the Scholarship Committee of the college to a deserving student who is making satisfactory academic progress.

Creech Ministerial Scholarship. $200. An endowed scholarship in memory of the Reverend Oscar Creech and in honor of his wife, Martha Gully Creech. Provided by Mr. and Mrs. M.E. Valentine of Raleigh, NC, and numerous friends of the late Reverend Creech, who served as pastor of the First Baptist Church in Ahoskie, NC, for 27 years and as a member of the Chowan College staff for 10 years. He died in 1974. This scholarship provides assistance to ministerial students, with preference given to those coming from churches in the West Chowan Baptist Association.

David Henry and Jo Piland Cooper Memorial Scholarship-$5,000. An endowed scholarship established through the generosity of the late Dr. David Henry Cooper, a former professor at the College. His substantial contribution to the College, by will, was to honor the memory of his wife, Jo Piland Cooper, an alumna of the College. The scholarship is awarded to art majors upon the recommendation of the Department of Fine Arts faculty.

Fred Dove, Sr. Memorial Scholarship. A scholarship in the amount of $200 awarded by the Scholarship Committee of Chowan College to a worthy sophomore student majoring in the area of Sociology or Social Work. Donors: Dr. and Mrs. John W. Gosnell in memory of Dr. Fred Dove, Sr., former Professor of Sociology and Psychology at Bridgewater College.

Durrett Scholarship-$1,000. This endowed scholarship has been funded by Mr. and Mrs. William W. (Eloise Scruggs) Durrett for worthy and deserving students selected by the Scholarship Committee of the college.

Eva Ethridge Scholarship-$5,000. An endowed schoolarship provided by the estate of Mrs. Eva Ethridge Miller of Bertie County. This scholarship is administered by the Scholarship Committee of the College, to provide one or more scholarships to worthy students.

Ezell-Whitaker Scholarship-$1,000. Given in memory of Dr. S.J. Ezell, J. Clint and Della Swain Ezell, and Fay Alvin Whitaker, and in honor of Oveda Ezell Whitaker (great uncle, grandparents, father and mother respectively of Bruce E. Whitaker). Recipients are chosen by the Scholarship Committee with preference given to students who have rural and/or small town backgrounds. At the discretion of the Scholarship Committee this award may be renewed for a second year of study at Chowan.

Sara Marian Fisher Memorial Scholarship. A $200 scholarship for use by students in the area of secretarial science, business administration or related fields. The award is made by the Scholarship Committee of the College, with the approval of the President of the College and the North Carolina Baptist Foundation, Inc., serves as Trustee of this endowed scholarship fund.

Freeman Scholarship Fund-$6,000. An endowed scholarship fund in memory of Lecausey P. and Lula H. Freeman and in honor of their five daughters who attended Chowan College and who were teachers: Alma Freeman White, Ethel Freeman Jarvis, Ruth Freeman Singleton, Lucile Freeman Anderson and Thelma Freeman Glass. Given by Gary H. Singleton. The recipient is chosen by the Scholarship Committee of the college with preference given to female students demonstrating academic competence who need financial assistance. Preference is also given to, but not limited to, students from Hertford, Bertie, Northampton or Gates counties, North Carolina.

Adalia Futrell Scholarship of $800. (An endowed scholarship) Donor: Her son, William Futrell of Rich Square, NC. This scholarship is awarded for one academic year. Preference is given to ministerial students.

Futrell/Revelle Scholarship Fund — $500. An endowed scholarship provided by Mr. Riddick Revelle in memory of his two grandfathers. The award is made by the college Scholarship Committee to a worthy and deserving student from the Roanoke-Chowan area.

Roland L. Garrett Scholarship — $500. For needy and deserving students. This scholarship, administered by the College Scholarship Committee, was made possible by the late Mr. Garrett, long time trustee and benefactor from Elizabeth City, N.C.

Garrison Football Scholarship of $100. Awarded to that freshman football player who is adjudged to be the outstanding freshman football student athlete. It is applicable to the recipient's fees in his second year of study at Chowan. This scholarship is awarded by Chowan College in honor of Coach James G. Garrison.

Bernice Kelly Harris Memorial Scholarship in Creative Writing and English — $500. Fund-

ed by friends of the late Dr. Harris, including the Roanoke-Chowan Group of northeastern North Carolina.

Hawkins Baseball Scholarship of $100. Awarded to that freshman baseball player who is adjudged to be the outstanding freshman baseball athlete. It is applicable to the recipient's fees in his second year of study at Chowan. This scholarship is awarded by Chowan College in honor of Coach Jerry Lee Hawkins.

Myra Vann Holland Memorial Scholarship of $1000. An endowed scholarship provided in the will of Mrs. Myra Vann Holland (Edenton). Conditions: To assist worthy, ambitious and outstanding young men and women, residing in Chowan County, N.C., in furthering their education at Chowan College. The scholarship may be divided for the purpose of award to two qualified students.

International Students who are academically qualified for college work and who are receiving no financial assistance from Civic organizations will be granted scholarships in the amount of $100 a semester for four (4) semesters. This amount will be applied to tuition cost and no more than four students may be considered. Two scholarships may be awarded each year.

Johnson Scholarship. (A $2,400 endowed scholarship.) Donors: Mr. Henry S. Johnson, Jr., and Mr. Mike H. Johnson of Hamilton, N.C. Recipient chosen on the basis of scholastic ability, character and financial need, and must be a student majoring in the area of business. Preference will be given to a student from the Hamilton area of N.C. A one year award, but may be continued for a second year on the recommendation of the Scholarship Committee of the College.

Justice Memorial Scholarship — $500. An endowed scholarship provided by Mrs. J.M. Justice, Boone, N.C., in memory of her husband and his mother, Mrs. Susie Latimer Mitchell Justice. This award is based on need and motivation and is a one year scholarship designated by the scholarship committee.

P.E. Kee — Elam Baptist Church Scholarship — $1000. An annual scholarship funded by the Elam Baptist Church of Gumberry, NC. The recipient is chosen by the Scholarship Committee of the College. The student must be a resident of Northampton or Halifax County, North Carolina; a professing, dedicated Christian; and must demonstrate financial need. The recipient must maintain an academic average of 2.0.

Herbert Hugh Lewis Memorial Scholarship of $2500. An endowed scholarship provided by the R. Clayton Lewis family of Murfreesboro, N.C., for students chosen on the basis of academic ability, leadership potential and financial need. Preference may be given to South Carolina residents, especially from Chester, Fairfield and Horry Counties.

Texie Camp Marks Scholarship — $10,000. These scholarships were made possible by the Ruth Camp Campbell Foundation of Southampton County, Virginia, for students from this general area with preference given to students from Southampton and Isle of Wight counties in Virginia and Tidewater, Virginia. These scholarships are not limited to need, and the choice of recipients will be left to the discretion of the college Scholarship Committee.

Don G. Matthews, Jr., Memorial Scholarship of $500. Donor: Mrs. Mary Matthews Holt Hamilton, N.C. Condition: Character and financial need. Recipients are selected by Chowan College on the basis of competitive examinations. The recipient may be eligible to receive this award for the second year of study at Chowan College.

Don G. Matthews, Sr., Memorial Scholarship of $500. Donor: Mrs. Mary Matthews Holt Hamilton, N.C. Condition: Character and financial need. Recipients are selected by Chowan College on the basis of competitive examinations. The recipient may be eligible to receive this award for the second year of study at Chowan College.

Wilma L. McCurdy Memorial Fund. Annual scholarship to worthy students who desire to attend Chowan College. This trust fund is administered by the First National Bank of Albermarle, N.C. The Trustees have sole discretionary power to designate the recipients. The Chowan College Scholarship Committee makes recommendations to the Trustees. Preference is given to students from Stanly County, N.C.

F. O. Mixon Memorial Scholarship of $1500. (An endowed scholarship.) Donor: Friends of the late Dr. Mixon, a former president of Chowan College. A one year award.

John Newton Ogletree Scholarship $500. An endowed scholarship established by Mr. and Mrs. Charles F. Ogletree in honor of their son, and for the benefit of future generations of students majoring in Graphic Communications. This scholarship award to such a deserving student is determined by the Scholarship Committee of the College, upon the recommendation of the Graphic Communications Faculty.

Dorothea Van Deusen Opdyke Scholarship. Awarded by the Edcuation Commission of the Southern Baptist Convention to needy Southern Baptists who are natives of a mountain area of the United States. Recommendations are made to the Education Commission by the Director of Financial Aid.

Alta Chitty Parker Scholarship—$3,000. This Scholarship, funded by the late Mrs. Parker, is awarded annually by the Scholarship Committee of the college to a student or students on the basis of scholastic ability, financial need and the desire of the student to obtain a Christian education.

Joseph Lee Parker Scholarship for Physical Fitness $1000. An endowed scholarship. Donors: Mr. and Mrs. Lee Parker, Raleigh, N.C. Conditions: Recipient is that male student selected as most improved in physical fitness at Chowan College. Scholarship grant is for the second year of study at Chowan College.

Pickett Scholarship of — $2500. An endowed scholarship, established by Mr. Neil Pickett, Hampton, Virginia, an alumnus of the college, to honor his father, The Reverend Wilbur W. Pickett. This scholarship is administered by the Scholarship Committee of the college. Recipient must be studying towards service in a full-time church vocation, must be of good moral character and in agreement with those Christian principles set forth in the Report of the Committee on Baptist Faith and Message (1963)—as attested in a letter of recommendation from the local church of which he/she is a member. Preference will be given to a student who plans to enter the pastoral ministry and/or who is a member of a church affiliated with the Peninsula (VA) Baptist Association. This scholarship is renewable for a second year of study at Chowan.

Ella J. Pierce Memorial Scholarship of $1000. An endowed scholarship provided by Mr. and Mrs. William G. Lawrence of Murfreesboro, N.C. and numerous friends of the late Dr. Pierce, former professor of English and chairman of the department of English. This award is made annually to a worthy student specializing in English.

Betty Spivey Pritchard Memorial Scholarship — $500. In memory of the aunt of Mary P. Askew of Lewiston, N.C., this endowed scholarship is administered by the Scholarship Committee of the College. Application should be made through the Office of the Director of Financial Aid.

Betty Spivey Pritchard Scholarship of $500. An endowed scholarship from the Estate of her daughter, Elizabeth P. (Mrs. O. P.) Snipes of Lewiston. To help *worthy young people* in securing an education, preferably a young woman.

J. Guy Revelle, Sr. and Pearla Futrell Revelle Scholarship. (A $1000 endowed scholarship.) Donor: Mr. and Mrs. J. Guy Revelle, Sr. Conditions: Recipient chosen on the basis of merit and need. Preference given to students from Northampton and Hertford Counties, North Carolina. A one year award.

Mrs. Jennie H. Smith Scholarship. (Income from an endowment fund established by the late Mrs. Smith of Pitt County.) Conditions: Recipient must be from the Baptist Children's Homes. Application should be submitted to the Director of Student Aid. Recipient may apply for a second year award.

Rachael Spivey Memorial Scholarship — $600. Established by the late Mary P. Askew of Lewiston, N.C., to honor the memory of her mother. This endowed scholarship is administered by the Scholarship Committee of the College, and applications should be directed to the Director of Financial Aid.

Dorothy D. Stallings Memorial Scholarship in Pre-Nursing — $250. Established by Mr. and Mrs. M. E. Valentine, Raleigh, N.C. Preference is given to students in the pre-nursing curriculum.

Henry Straughn Stokes and Eloise Brown Stokes Memorial Scholarship — $5000. An endowed scholarship established by Walter B. and Julia Stokes Elsee of Smithfield, NC, in memory of her parents. The scholarship award may be made to one or more deserving students as determined by the Scholarship Committee.

Mary P. Thomas Scholarship — $1200. An endowed scholarship established by the late Mary P. Thomas of Cofield, an alumna and long-time benefactor of Chowan College. This scholarship is awarded to a deserving student or students approved by the deacons of the Bethlehem Baptist Church.

George T. Underwood Scholarship — $2,500. Given in memory of George T. Underwood,

distinguished leader, friend and benefactor of Chowan College, by his wife, Mrs. Anne T. Underwood. This scholarship award may be made to one or more deserving students determined by the Scholarship Committee.

Fred A. Vann Memorial Scholarship Fund — $4,000. An endowed scholarship provided by the estate of Mr. Fred A. Vann of Isle of Wight County, Virginia. This fund is administered by the Scholarship Committee of the College to provide two or more scholarships to worthy and needy students at Chowan College. Maximum amount of any single award will be $1,000 per year. Awards are renewable for a second year upon approval of the Scholarship Committee and providing that recipients maintain an average of 2.00 on all work attempted.

Carrie Bazemore White Memorial Scholarship — $400. An endowed scholarship, established by Mr. and Mrs. Robert C. White of Windsor, North Carolina, to honor the memory of his mother, and alumna of Chowan College. This award is administered by the Scholarship Committee of the College to assist needy and worthy students, with preference given to students form Bertie and Hertford Counties, North Carolina.

Scholarships In The Fine Arts

D. Emily Barnes Music Scholarship — $800. An endowed scholarship provided by the estate of Miss Barnes, who was the daughter of one of the founders of the college. The scholarship will be awarded by the Scholarship Committee to an outstandmg and deserving piano major.

Futrell Music Scholarship — $500. An enowed scholarship provided by Mr. William M. Futrell, Sr. of Rich Square, North Carolina in memory of his sister, Miss Sadie Futrell (class of 1919), and in honor of his wife, Mrs. Willa Parker Futrell (class of 1930). Miss Futrell had and Mrs. Futrell continues to have a strong interest in piano and sacred music. This award is administered by the Scholarship Committee of the college and is granted to a deserving music major.

David Henry and Jo Piland Cooper Memorial Scholarship — $5,000. An endowed scholarship established through the generosity of the late Dr. David Henry Cooper, a former professor at the College. His substantial contribution to the College, by will, was to honor the memory of his wife, Jo Piland Cooper, an alumna of the College. The scholarship is awarded to art majors upon the recommendation of the Department of Fine Arts Faculty.

Mary Pearce Music Scholarship — $300. An endowed scholarship provided by the estate of Mrs. W.S. Penny, Raleigh, NC. Conditions: Recipient is that student selected as the outstanding freshman musician at Chowan College.

Lois Vann Wynn Memorial Scholarship — $2,500. An endowed scholarship honoring the memory of a long time friend, alumna and benefactor of Chowan College, by her niece, Mrs. Charles M. (Mary Frances) Hobson of Wenonah, New Jersey. The scholarship is given to one or more students enrolled in the Fine Arts curriculum with preference to students in dramatics, and on the basis of ability, motivation, and need. Upon the recommendation of the Scholarship Committee of Chowan College, it may be renewed.

Keyboard. One freshman scholarship in the amount of $500. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to Scholarship Committee by the music faculty.

Voice. One freshmen scholarship in the amount of $500 . Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to Scholarship Committee by the music faculty.

Band. One freshmen scholarship in the amount of $500. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to the Scholarship Committee by the music faculty.

Art. Two freshmen scholarships in the amount of $500. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent. Applicants should furnish art faculty with samples of work for viewing and evaluation. Recipients recommended to Scholarship Committee by the faculty of the Department of Fine Arts.

In addition to these scholarships, the college also makes available two grants- in- aid in the amount of $75 per semester, one of which will be awarded to the college choir accompanist and the other to a student music librarian. Recipients are recommended to the Scholarship Committee by the faculty of the Department of Fine Arts.

Note: Unless otherwise indicated, recipients of scholarships and grants are selected by the Chowan College Administration and Scholarship Committee on the basis of scholastic ability, character, and financial need. College funded grants cannot exceed the student fee schedule. Financial aid packages cannot exceed cost of education.

Pell Grants This is a Federal aid program designed to provide grants to eligible students. When a student files the need analysis form, he should mark to be considered for Pell Grant. The Pell Grant office sends the student a Student Aid Report. All three copies of the SAR must be sent to the Chowan College Financial Aid Office.

Supplemental Education Opportunity Grants. This is a Federally funded program through which Chowan College assists students who have financial need. Grants range from $200 to $2,000 per year.

North Carolina Contractual Grants. These grants are available for residents of the state of North Carolina who have financial need. These grants are made possible by appropriations from the North Carolina Legislature. Recipients are determined by the Financial Aid Office. of Chowan College. (Funding of this grant is based on appropriations by the North Carolina Legislature.)

North Carolina Legislative Tuition Grants. Every student who is a resident of the state of North Carolina who is enrolled for a least twelve hours receives a North Carolina Legislative Tuition Grant in 1984-1985 of $850 ($425 per semester). These grants are made possible by appropriations from the North Carolina State Legislature.

North Carolina Student Incentive Grants (NCSIG). The Legislature of North Carolina has appropriated funds to establish grants to North Carolina residents who have financial need. The North Carolina funds match federal funds. To be considered for NCSIG, a student must mark the need analysis form for the information to be released to NCSIG and enclose the appropriate fee. The deadline for applying is March 15. (Funding for this grant is based on federal and state appropriations.)

Student Employment

Employment opportunities are available at the College. These jobs are made available on the basis of financial need and on the basis of the student's willingness and ability to perform the work assigned. The College participates in the College Work Study Program.

Loan Funds

National Direct Student Loan. Needy students may borrow an aggregate of $3000 during the first two years. The loans do not have to be repaid until the student terminates his education. These notes begin to earn interest (5 per cent) six months from the date borrower terminates his college education.

The Mamie A. Crawley Memorial Trust Fund is available on a loan basis to any North Carolina Baptist student entering the Christian ministry. The fund is administered by the People's Bank and Trust Company of Rocky Mount, North Carolina, and bears interest at 4 per cent, beginning six months after graduation or termination of study. This fund has been made available by the Harris Chapel Baptist Church of Hollister, North Carolina.

North Carolina Scholarship-Loan for Prospective Teachers. North Carolina grants a limited number of scholarship-loans to prospective teachers who are legal residents of North Carolina. Those who receive these awards will be credited toward payment of these loans for each year they teach in North Carolina public schools during a period of five years after receiving their teaching certificate. Write: Department of Public Instruction, Board of Higher Education, Raleigh, North Carolina, prior to March 1.

Guaranteed Student Loan Fund.

Under this program, eligible students may borrow up to $2,500 per year. A student is eligible for this loan if his and his parents' income is $30,000 or less, or he has demonstrated financial need. There is an originated fee of 5% and interest of 8% beginning six months after the student terminates his education. Repayment begins six months after education is terminated.

These loans are made by banks, credit unions, and savings and loan associations in the state of the student's residence. Procedures differ in each state. In North Carolina most loans are made through College Foundation, Inc., an agency insured by the State Education Assistance Authority.

T. M. Stanback Student Loan Fund.

Established by Mr. and Mrs. T. M. Stanback of Salisbury, N. C. Administered by College Foundation, Inc., Raleigh, N. C. Direct inquiries to the Director of Financial Aid, Chowan College. Same regulations apply to this as to the Guaranteed Student Loan Program.

Grants-In-Aid

Athletic. Athletic grants-in-aid are made by Chowan College in major sports. Information may be obtained from the Director of Athletics.

Nora Lee Shell Collins Mrmorial Scholarship — $100. This is an athletic grant made possible by Clifton S. Collins, Chowan College Financial Aid Director, in memory of his mother. The grant is awarded to a female volleyball player determined by the Director of Athletics, upon the recommendation of the Volleyball Coach.

The Harwood Athletic Scholarship — $100. This is an athletic grant in memory of Mr. James Coleman Harwood, Jr. and Mrs. Katherine A. Harwood by their daughter, Janet Harwood Collins, a Chowan College Faculty member. The grant is awarded to a female volleyball player upon the recommendation of the Director of Athletics.

N.C. Press Association Mechanical Conference Award of $100. The N. C. Press Association Mechanical Conference gives a cash award of $100 to a Graphic Arts Freshman who has outstanding ability.

Ministerial Grants. Ministerial students who are related to the Southern Baptist Convention and supply the college with certification by their local churches receive $500 per semester for four (4) semesters, if they maintain requirements for continued enrollment, carry a normal college load, participate in programs and projects of the Campus Ministerial Alliance and/or Baptist Student Union, and show evidence of good citizenship as a member of the campus community. Recipients are required to sign notes which must be co-signed by their parents, guardians, or another responsible person. If, at the end of five years, recipients have met the conditions set forth in the notes the principal condition being that recipients enter the field of service for which they are being trained, the notes are cancelled. Otherwise, the notes must be paid.

Other Church Related Vocations. Students who are pursuing a church related vocation and who are members of the Southern Baptist churches will receive $250 per semester for four (4) semesters, if they maintain requirements for continued enrollment, carry a normal course load, participate in programs and projects of the campus Baptist Student Union, and show evidence of good citizenship as a member of the campus community. Recipients are required to sign notes which must be co- signed by their parents, guardians, or another responsible person. If, at the end of five years, the recipients have met the conditions set forth in the notes, the principal condition being the recipients enter the field for which they are trained, the notes are cancelled. Otherwise, the notes are paid.

Children and Spouses of Ordained Ministers. Unmarried children and spouses of ordained ministers related to the Southern Baptist Convention receive $250 per semester for a maximum of four semesters.

Dependents of full-time employees of the Baptist State Convention of North Carolina and dependents of full-time employees of the Southern Baptist Convention and of those institutions and agencies affiliated with one of the State Conventions of the Southern Baptist Convention will receive, upon proper certification, $250 per semester for a maximum of four (4) semesters.

Graduates of the Baptist Children's Homes of North Carolina. Graduates of the Baptist Children's Homes of North Carolina receive grants-in-aid of $250 per semester for a maximum of four semesters.

Ordained Ministers. Ordained ministers currently serving pastorates shall receive tuition and fees except for $25 per semester, medical insurance coverage and extra fees such as music. This is on the condition that they complete financial aid papers as deemed necessary by the Director of Financial Aid.

Children and Spouses of Chowan College Faculty and Staff. Unmarried children and spouses of members of the Chowan College faculty and administrative staff shall pay $25 per semester, file a need analysis form, and apply for any grants for which they may be eligible. These grants will be applied to their accounts. Special fees are not included in the tuition remission. The same policy will apply to secretarial staff and employees classified as supervisory personnel who have completed three years of continuous service with the college. This fringe benefit is limited to four (4) semesters per student, and is based on commuting student fees.

Employees of the College. Any employee who meets admissions requirements may audit or take for credit any course offering that does not conflict with his work schedule.

Parents Loan For Undergraduate Students

Parents are eligible to borrow $3,000 per year or the cost of education less other financial assistance the student is receiving, whichever is less. Interest at twelve (12) percent begins at the time of the loan is disbursed. Repayment begins 60 days after disbursement.

Pickett and Hatcher Educational Fund, Inc. The Pickett and Hatcher Educational Fund, Inc., is a nonprofit, noncomercial educational trust fund created to assist full-time undergraduate students in fields of study other than law, medicine, or the ministry. Low interest loans with deferred payments are made to qualified residents of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, or Virginia. The deadline for submitting applications is June 15. For information and application forms write to: Pickett and Hatcher Educational Fund, Inc., Post Office Box 8169, Columbus, Georgia 31908.

General Endowment of the College

The General Endowment of Chowan College is gradually increasing, and is carefully safeguarded as to its investment. The Planters National Bank and Trust Company of Rocky Mount and Ahoskie is the agent of the Chowan College General Endowment Fund.

The college Board of Trustees has begun a concentrated effort to increase the General Endowment to five million dollars. Gilbert W. Francis, attorney of Boykins, Virginia, is Chairman of the Endowment Committee, which is giving special time and effort to this endeavor. The book value of the Endowment Fund passed the one million dollar mark in 1976, not only reaching a new high but marking the most significant growth in the history of the College.

James Henry and Susan Fleetwood Stephenson Memorial. Established in loving memory of his parents by will of the late Dr. Gilbert T. Stephenson, long time friend, benefactor and Chairman of the College Endowment Committee. Dr. Stephenson was the driving force and strong advocate of General Endowment for Chowan College and for almost two decades lent his influence and gave legal advice to many people that they might follow his example of remembering Chowan College in their will. Additional gifts to this Memorial were made by his sons, Thomas W. and James H. Stephenson, and his beloved wife, Grace White Stephenson (1973).

The Colgate W. Darden, Jr. Professorship of Business was established in 1974 by Mr. and Mrs. W. Eldridge (Sub) Smith of Franklin, Virginia, in honor of Dr. Darden and in recognition of his outstanding accomplishments as a statesman, scholar, political and educational leader. Dr. Darden has served his state as governor, and is a former president of the University of Virginia.

The E. Lee Oliver Fagan Chair of Bible and Religion was established in 1975 by Lee Fagan of Stanardsville, Virginia, in honor and memory of his mother. The late Mrs. Fagan was an alumna of the college, class of 1893. The college Board of Trustees recognized Mr. Fagan's gift as being the largest single contribution ever received for Endowment purposes, as of that date.

Principal donors and the years in which their first contributions were made are listed for information and as an evidence of appreciation:

Elwood W. Parker, Murfreesboro (1985); Mrs. George T. (Anne) Underwood, Murfreesboro (1984); Mrs. Bruce Taylor (J.H., Sr.) Boyd, Greenville (1984); Dr. G. Fred Hale, Raleigh (1984); Ruth Camp Campbell Charitable Trust, Southampton County, VA (1984); Mrs. Elizabeth Stephenson Fleming, Raleigh (1984); E. Neil Pickett, Newport News, VA (1984); Dan P. Boyette, Ahoskie (1984); Keiji Iwamoto Estate, Osaka, Japan (1984); Mrs. John Wesley Raymond, Sr., Gloucester, VA (1984); Anne N. Treakle Estate, Norfolk, VA (1983); Lucile W. Beasley Estate, Colerain (1983); Dr. W. Raleigh Parker Estate, Woodland (1983); Helen P. Gilbert Estate, Raleigh (1983); Ada C. Adams Estate, Murfreesboro (1983); Mr. and Mrs. Walter B. Elsee, Smithfield (1983); Hinton T. Smith Estate, Boykins, VA (1983); Helen Wood Scott Estate, Waynesburg, PA (1983); Mrs. Helen Wood Scott, Waynesburg, PA. (1983); Mary Lawrence Davenport, Wake County (1982); Mr. and Mrs. Robert C. White, Windsor, NC (1982);Mrs. Vesta Benthall White Estate, Conway (1981); Estate of Professor Emeritus William Irvine Marable, Murfreesboro (1981); Fred M. Taylor Estate, Williamston (1981); Heather Nelson Memorial Fund, Murfreesboro, (1981); David Henry Cooper Estate, Romney, West Virginia (1981); Mrs. Grace W. Stephenson Estate, Pendleton (1981); Mr. and Mrs. William G. Lawrence, Murfreesboro, N.C. (1980); R. Clayton Lewis family, Murfreesboro, N.C. (1980); Roanoke- Chowan Group, N.C. (1980); Mr. and Mrs. M. E. Valentine, Raleigh, N.C. (1980); John R. Jordan, Jr., Raleigh, N.C. (Mitchell Memorial Fund) (1980); 1955 and 1956 Chowan College football team honoring their coach, Herb Appenzeller; Sidney P. Maddrey Estate, Severn (1980); Mary P. Thomas Estate, Cofield (1980); Harvey W. Reinhardt, Mount Olive (1980); Roland L. Garrett, Elizabeth City (1979); Mr. and Mrs. Gary H. Singleton, Raleigh (1979); Fred A. Vann Estate, Isle of Wight County, Virginia (1979); R. Hunter Pope, Enfield (1979); Mrs. Alta Chitty Parker, Murfreesboro (1978); W. L. (Roy) Simons Estate, Ahoskie, NC (1978); Rev. W. V. (Mrs. Letha Carter) Tarlton, Shelby (1978); Mr. and Mrs. J.E. Ferebee, Camden (1977); Addie Mae Cooke Estate, Cherokee County (1977); Dr. Luther Butler Estate, Greensboro (1977); Bennie P. Hedspeth Estate, Suffolk, Va. (1977); Mrs. Lois Vann Wynn Estate, Murfreesboro, (1976); Mrs. Charles Hobson, Wenonah, N.J. (1976); William M. Futrell, Rich Square (1976); Alta Chitty Parker Estate, Murfreesboro (1976); John McSweeney, St. Petersburg, Fla. (1976); Don G. Matthews, Jr., Estate, Hamilton (1976); William Hersey Miller and Eva Ethridge Miller Estates, Bertie County (1975); Rosalind H. Richardson Estate, High Point (1975); Mr. and Mrs. W. Eldridge Smith, Franklin, Virginia (1974); James E. and Mary Z. Bryan Foundation, Inc. (1974); Dr. J. Clyde Turner Estate, Greensboro and Raleigh (1974); William Herbert McDowell (1956) and wife Emily Biggs McDowell, Scotland Neck (1974); Mary P. (Mrs. W. Clarence) Askew, Lewiston (1973); Mrs. Mary Powell Murphy Estate, Boston, Mass. (1973); Elizabeth P. (Mrs. O. P.) Snipes Estate, Lewiston (1973); David J. Prichard Estate, Hertford (1973); Grady D. Askew Estate, Harrellsville (1972); Dr. Gilbert T. Stephenson Estate, Pendleton (1972); Lee O. Fagan, Standardsville, Va. (1972); Edwin P. Brown, Sr., Estate, Murfreesboro (1972); Mrs. Lennie G. Hoggard (Mrs. Linnwood L.) Suffolk, Va. (1972); Daisy B. Bowers Estate, Littleton (1972); Miss Emily Barnes Estate, Southampton County, Va. (1971); Dr. and Mrs. R. Kelly White, Conway (1971); Mrs. Neith Osborn, Arlington, Va. (1971); Dr. Victor R. Small Estate, Clinton (1971); Susie Latimer Mitchell (Mrs. J. M.), Justice Boone (1971); Mrs. Lucy Hofler Spivey, Sunbury (1971); Mr. and Mrs. T. M. Stanback, Salisbury (1971); Mrs. Wilma L. McCurdy Estate, Albemarle (1971); George L. Vann Estate, Murfreesboro (1971); H. C. Ferebee, Camden (1970); Mrs. Mimie Cox (Herbert, Sr.) Jenkins, Aulander (1969); Mr. and Mrs. J. Guy Revelle, Sr., Northampton County (1969); Samuel A. Adams Estate, Merry Hill (1969); Dr. Donald S. Daniel Estate, Richmond, Va. (1969); Sallie M. Boettcher Estate, Pasquotank County (1969); Mrs. Myra Vann Holland Estate, Edenton (1968); Mrs. Willie Phelps Coleman Estate, Henderson (1968); Grady D. Askew Foundation, Harrellsville (1967) a trust fund administered by the Wachovia Bank and Trust Company; George T. Underwood, Murfreesboro (1967); Mrs. Olivia Benthall Jenkins Estate, Aulander (1967); Bennie P. Daniel Estate, Wake Forest (1966); J. H. Boyd, Jr. Estate, Greenville (1965); Charles H. Jenkins Estate, Aulander (1963); R. C. Holland Estate, Edenton (1962); J. H. Dempsey Estate, Windsor (1962); Miss Grace L. Sykes Estate, Woodland (1962); D. N. Evans Estate, Harrellsville (1962); Lizzie C.

Pritchard Estate, Windsor (1961); H. A. Eure Estate, Corapeake (1961); Mrs. Francis B. Boone, Beaufort (1959); J. M. Camp, Franklin, Va. (1959); W. S. Pritchard Estate, Windsor (1958); Kimball Endowment Fund (1957); Mrs. F. O. Mixon, Murfreesboro (1957); Mr. and Mrs. Lee Parker, Raleigh (1954); Mrs. W. S. Penny, Raleigh (1953); Mrs. Jennie H. Smith Estate, Pitt County (1952); and a gift in 1927 by B. N. Duke, N. Y. Also, the Virginia National Bank, formerly the Meherrin Valley Bank of Boykins, Va., has made several substantial gifts to the General Endowment Fund.

Chowan College has been and can be benefitted greatly by bequests of friends and alumni, including gifts to the College for the Book of Memory, whereby friends and relatives memorialize deceased loved ones through contributions to the General Endowment Fund. Many others should make Chowan College a beneficiary to their estates through legacies, insurance policies, and trusts. College officials, when requested to do so by interested persons or their attorneys, will provide, at no obligation whatsoever, professional and legal advice regarding wills in behalf of the college. President Bruce E. Whitaker stands ready to counsel with such parties at their convenience. The legal name to be used for this purpose is *Chowan College*.

Suggested wording for those who wish to remember Chowan College in their wills; "I give, devise, and bequeath to Chowan College, Murfreesboro, Hertford County, North Carolina, (here insert the amount of money and/or describe the personal property or real estate) for the general purposes of Chowan College."

Admission and Academic Information

Degrees Offered

Chowan College offers various Associate degrees, as well as certificates and diplomas in business and graphic communications (printing).

Programs of Study

Two programs of study are offered at Chowan: one, the first two years of college, leading to the B.S., B.A., and the various professional degrees in four-year colleges and universities; two, vocational programs for students who wish to enter specialized employment after graduation from Chowan. *All students must follow a curriculum as outlined in the college catalog. Any exception to this policy must be approved in writing by the Dean of the College, upon recommendation of the student's academic adviser.*

Department Honors Program: Some departments in the college offer specialized honors courses for highly qualified students. Participation in these courses is by invitation only. Information on these is given under the departmental headings listed in the Courses of Instruction. Interested students should contact the chairman of the department in which they wish to study.

Requirements for Admission

1. Chowan College desires to enroll only those persons who are trustworthy and studious and who possess those qualities that make for a congenial adjustment to college life. Evidence of good moral character, seriousness of purpose, and desirable personal traits will be considered of first importance.

2. Every applicant for admissions is encouraged to take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Scholastic Aptitude Test scores are used for advising and do not have to be filed for admissions purposes unless specifically requested by the Admis-

sions Committee. It is recommended that the Scholastic Aptitude Test be taken early in the senior year.

When evaluating an applicant's qualifications for acceptance, careful consideration is given to the candidate's scholastic record in high school, rank in class, Scholastic Aptitude Test scores if available, recommendations of the Principal or Counselor, evidence of character, purpose in life, motivation, and ability to identify with the objectives, purposes and philosophy of Chowan College.

3. American College Testing (ACT) scores will be acceptable in lieu of SAT scores.

4. The basic academic requirement for admission is graduation from an approved high school with a minimum of eighteen (18) units. Recommended high school preparation might include:

English	4 units
History or Social Studies	2 units
Algebra	2 units
Geometry	1 unit
Foreign Language (for Liberal Arts Students)	2 units
Lab. Science (in addition to general)	1 unit
Other Courses	6 units

A student who does not offer any one of the foregoing units and who plans to transfer to a college requiring them, or to follow a program of study in which they are required, will be expected to take them at Chowan.

The Board of Trustees of the College reserves the right to change Admission Requirements at any time.

Pre-Admission Campus Visit And Interview

Candidates for admission and their parents are strongly urged to schedule a campus visit and interview. Appointments are arranged through the Office of Admissions (919/398-4101). Visits and interviews are welcomed during office hours from 8:30 a.m. until 5:00 p.m. on weekdays and from 8:30 a.m. until 12:00 noon on Saturdays. Experience indicates that students who visit prior to enrolling identify with the college environment more easily. During campus tours prospective students visit residence halls as well as academic, recreational, and medical facilities. A conference with an admissions representative gives one an opportunity to ask questions about policies of the college. Such conferences provide the ideal setting for students and parents to become familiar with ways Chowan can assist them in reaching their personal and education goals as well as their professional and career objectives. With sufficient notice arrangements can be made for overnight accommodations and meals on campus.

Admission Procedure

To gain admission to the college, the prospective student who has not previously attended college should:

1. Obtain all necessary forms by writing to: Director of Admissions,

Chowan College, Murfreesboro, N.C., 27855.

2. Fill out completely the application for admission and mail it along with a $10.00 processing fee, which is not refundable, to the Director of Admissions.

3. File a request with the high school Guidance Counselor for a copy of the high school transcript to be forwarded to the Director of Admissions, Chowan College, Murfreesboro, N.C., 27855.

4. Take the Scholastic Aptitude Test and have scores sent directly to Chowan College (Code No. 5107) from the College Entrance Examination Board, Box 592, Princeton, N.J. 08540. Chowan does not require the SAT for admission purposes, but does use the score for advising and placement.

5. Upon acceptance to Chowan, make a $100 Advance Tuition Deposit. This deposit is credited to the student's account, reserves space for housing, and is refundable until April 30. After this date applicants are required to remit this deposit within 30 days of their acceptance.

6. Expect to receive an admissions decision within ten to fifteen days after the Director of Admissions has received the application, application fee of $10.00 and high school transcript.

7. In addition to the procedures listed above, international students are to file with the Director of Admissions an official financial statement form and must be able to think, study, and communicate at the college-level in English as a second language.

Candidates for admission by transfer should follow the procedures listed above and *request that an official transcript from each institution of higher education attended be forwarded to the Director of Admissions, Chowan College, Murfreesboro, N.C. 27855.*

Note: Students who are not graduates of approved high schools (including persons who qualify under the G.E.D. test) may be admitted to the college by special permission.

Medical Report - A complete medical report is required of all students before they matriculate. The student should return this report as soon as possible after he is granted acceptance by the Director of Admissions. This provides the college nurse and her associates an opportunity to study the medical reports of incoming students prior to their actual enrollment.

Special Admission for High School Seniors

1. High school students who have completed their junior year, who rank in the upper one-third of their class, and who obtain a recommendedation from their principal, are permitted to enroll in regular college classes on a special student basis during the Summer Session. These students are expected to return to their high schools for their senior year.

2. Area high school students who are in their senior year, who rank in the upper one-third of their class, and who obtain both release time and a recommendation from their principal, may enroll in college level courses on a special student basis.

Transfer Students

A transfer student is a student who has been enrolled in one or more courses in another institution of higher education prior to enrolling at Chowan College. Students who transfer to Chowan from other institutions must have their academic transcripts sent to the Director of Admissions before being admitted.

Chowan College will accept in transfer educational credits earned by a student in another accredited college or university, when such work is equivalent to work offered at Chowan College. Normally the college will accept in transfer only work on which the student has earned a grade of C or better. Grades of D may be accepted in transfer, however, if the student has earned an average of C or better on all work attempted at the sending institution. When Chowan accepts credits from other institutions, these are accepted at face value. The Registrar is charged with the responsibility of evaluating transcripts of transfer students. For additional information concerning the awarding of transfer credits, the student should write to the Registrar, Chowan College, Murfreesboro, N.C. 27855.

Special Students

Special Students who wish to receive credit for courses taken should follow the same admission procedure as regular students.

International Students

Chowan College has been approved by the United States Immigration Service and the Office of Education for the admission of students from other countries.

Readmission

Students in Good Standing. A former student who was in good standing with the college at the time of his withdrawal is eligible for readmission. Such students should request readmission by writing to the Director of Admissions, Chowan College, Murfreesboro, N.C. 27855.

If a former student has attended other institutions of higher education since leaving Chowan College, he must furnish transcripts from these institutions before being granted readmission. Further, such students must normally be eligible to return to the last institution attended in order to be granted readmission to Chowan.

Students Under Academic Suspension. A student under academic suspension must normally remove his academic deficiencies in the Chowan College summer session before being granted readmission. Any exception to this policy must be made by the Dean of the College and/or the Academic Affairs Council. Requests for readmission should be addressed to the Dean of the College, Chowan College, Murfreesboro, N.C. 27855.

Students Under Disciplinary Suspension. A student who has been suspended from Chowan College for an infraction of college social policy may request readmission at or near the end of his specified period of suspension. Any request for readmission should be directed to the Dean of the College, Chowan College, Murfreesboro, N.C. 27855. The Dean of the College shall make a decision on the readmission of the student after conferring with the Dean of Students.

Veterans

Applicants who need information concerning educational benefits for veterans and children of veterans should consult the nearest regional office of the Veterans Administration or their county veterans service officer. Veterans Administration Regional Office for North Carolina is located in Winston-Salem, North Carolina.

Requirements for Graduation

To receive an associate degree, a student must satisfy the following requirements:

1. The student must have completed satisfactorily two years of college work, and must have obtained a minimum of 60 semester hours of credit in college work, *exclusive of physical education.* He must have completed at least 2 semester hours of credit in Physical Education.
2. A minimum quality point ratio of 2.0 is required for graduation. This means an average of "C" (2.0 quality point ratio) on all work attempted.
3. The student must have pursued and completed a prescribed or approved curriculum as outlined in this catalog.
4. All students are required to take a minimum of one religion course for the first two consecutive semesters, unless the curriculum in which they are enrolled requires that it be taken during the sophomore year.
5. A student transferring from another college must complete a minimum of one semester of fifteen hours of college work, with a quality point ratio of 2.0 or better, at Chowan College.
6. Chowan College will accept a maximum of nine semester hours in correspondence courses from accredited institutions to be counted toward *requirements for graduation.*
7. Chowan College will accept in transfer a maximum of nine semester hours of a student's last semester's work, in his prescribed curriculum at Chowan College, for graduation.

Systems of Grades

A-Excellent
B-Above Average
C-Average
D-Below Average
F-Failing
S-Satisfactory
U-Unsatisfactory

W-Withdrawal (Medical)
WP-Withdrawal Passing
WF-Withdrawal Failing
NG-No Grade Reported
I-Incomplete

The grade of "I" is recorded only in case of illness or emergency resulting in the student's not being able to complete the work of the course. If the work recorded as "I" is not completed before the end of the following semester it will be considered as equivalent to an "F".

All deficiencies must be removed thirty days before the end of the last term of the student's graduation year.

Grades of "S" or "U" are issued only in non-credit courses.

All grades are final three (3) months after the date of issuance.

Quality Point System

Students are awarded quality points on the basis of the grade they make:
A-Four quality points per semester hour credit
B-Three quality points per semester hour credit
C-Two quality points per semester hour credit
D-One quality point per semester hour credit
F-No quality points or semester hour credit

A 2.0 quality point ratio is required for graduation. *This means that a student must have at least two quality points for every hour attempted. All courses taken at the end of the "drop" period will be considered work attempted, with the last grade on repeat courses taking preference. Repeat courses will be considered "work attempted".*

Academic Honors

The attainment of the following cumulative grade point average entitles graduating students to honors at Commencement:

Summa Cum Laude . . . . . 3.80 to 4.00
Magna Cum Laude . . . . . 3.50 to 3.79
Cum Laude . . . . . 3.20 to 3.49

The following semester grade point averages entitle the student to honors in the academic year:

President's List 4.00
Dean's List . . . . . 3.50 to 3.99
Honors List . . . . . 3.00 to 3.49

Any grade below "C" in a particular semester will disqualify a student from placement on any honor's list in that semester. Further, any grade below "C" during a student's college career will disqualify him from an honors at Commencement. A grade of "U" on a non-credit course is considered less than "C" for these purposes.

Only regular students enrolled in 12 or more credit hours are eligible for placement on the President's List, Dean's List, or Honor's List.

Academic Regulations

Registration

Registration days are indicated on the campus calender in the front of this catalog. All students should complete registration on the assigned days. Those students who enroll thereafter will be charged an additional fee of $5.00.

Standards for Academic Progress

1. In order to graduate, a student must accumulate at least twice as many quality points as the total number of semester hours attempted.

2. A full-time student who earns less than 9 hours and 18 quality points in a given semester will be placed on academic probation. (A full-time student is a student who in a given semester registers for 12 or more semester hours.)

3. A full-time student on academic probation who earns less than 9 hours and 18 quality points during his probation semester and/or who has accumulated a total of less than 18 hours and 36 quality points for two consecutive semesters will be academically ineligible to enroll for the next semester. He may return to the college only after he has made up his deficiencies in the summer session at Chowan College.

4. Standards for special students will be determined by the academic dean. (A special student is a student who in a given semester registers for less than 12 semester hours.)

5. For purposes of meeting continued enrollment requirements only, successful completion of a non-credit developmental course will be considered the equivalent of earning a grade of "C" in a three hour credit course. The college awards no actual credit for successful completion of developmental courses.

Regular Student Load

The normal academic load for a regular student is 15-16 *credit* hours per semester. No student may carry more than 18 semester hours except by special permission from the Dean of the College. ALL REGULAR STUDENTS MUST CARRY A MINIMUM OF TWELVE HOURS PER SEMESTER.

Special Student Load

Special students are allowed to carry a maximum of 11 hours per semester. These may be credit hours, non-credit hours, or a combination of both.

Reports

At the end of each semester a report for each student is sent to the student and to his parents or guardians. This report contains the grades and the number of absences. These grades are recorded on the permanent records in the Registrar's Office. A progress report is sent to the parents or guardians and students at mid- semester.

Sophomore Classification

To be classified as a sophomore, a student must have earned, by the beginning of his third semester, at least 25 hours and 50 quality points.

Class Absences

Students are expected to attend all meetings of their classes. Professors will keep class attendance records and these records become a part of the student's official transcript. An excused absence may be allowed for the following reasons:

1. Illness of the student, verified by a doctor or by the college nurse on forms provided for this purpose. Boarding students too ill to attend classes must report to the infirmary, unless otherwise directed by the college nurse.

Excused Absences for Illness-Boarding Student: In order to be excused from classes for reasons of personal illness, a Boarding Student must report to the Infirmary, prior to missing any class for which he seeks to be excused. The student may be confined to the infirmary or to his room for such period of time as the College Nurse deems necessary.

Excused Absences for Illness-Day Students: In order to be excused from classes for reasons of personal illness, a Day Student must bring an excuse from a parent or physician, certifying his illness.

2. Representation of the college, when such representation is reported by the appropriate faculty or staff member and approved by the Dean of the College or the Registrar.

3. Death of a member of a student's family.

4. Sickness in the family which requires the attention of the student, verified by a physician.

A student desiring to obtain an excused absence for any reason other than those listed in this Catalog must have same approved by the Registrar *prior to the absence.*

A student who wishes to be excused from class should report to the Office of the Registrar at least two days prior to the absence or immediately upon his return to class. He will be issued a Form 50 which must be submitted to the professor for his approval and returned to the Office of the Registrar within five (5) days after his return to classes. *If this action is not taken by the student, the absence will be recorded as unexcused.*

Unexcused Absences

Unexcused absences are those which are not listed under the above reasons for excused absences. Students may take the following number of unexcused absences without academic penalty:

In no class is a student permitted more than four unexcused absences. In classes that meet twice a week, the student will be permitted only three unexcused absences; in classes that meet only one time per week, two unexcused absences. (No unexcused absences are permitted in laboratories.) Excessive unexcused absences will result in a student's grade being reduced by one letter grade per excessive absence.

A student may appeal any of the above actions to the Absence Committee by written application, co-signed by the professor. Such application should be submitted to the Chairman of the Absence Committee within (5) days after the student's return to class. If the committee agrees to permit credit, the student will be granted the privilege of making up the time and work in a manner satisfactory to the professor.

Three (3) class tardies will be treated as one (1) unexcused absence. Tardiness is the failure to be in the classroom at the time of the tardy bell. A student who enters (10) minutes or later after the tardy bell automatically receives an unexcused absence, unless an acceptable excuse is presented.

It is always the student's responsibility to keep up with his absences, excused and unexcused, in all classes. In every case, the professor's record will be considered official as regards the number of absences a student has taken.

Class Absences/Make-Up Work

According to college policy, a student is permitted to make up scheduled tests and assigned work missed as the result of an excused absence. No unexcused absences are permitted on days when a test, examination, or required assignment is due. A student does not have the right to make up work missed as a result of an unexcused absence and grades for such work will normally be recorded as 0.

Loss of Credit

Normally a student who misses any class more than twelve (12) times (to include both excused and unexcused absences) will not receive credit for the course. In a class which meets twice per week, the student may not miss in excess of eight (8) times and still receive credit; in a class that meets one time per week, a total of four (4) absences.

Excessive unexcused absences may result in a student's being dismissed from the college.

Developmental (Remedial) Courses

During orientation, all new students are required to take placement tests in the areas of English, mathematics, and reading. These tests are diagnostic in nature and are designed to determine the student'slevel of proficiency in the affected areas. In cases where test results indicate specific academic deficiencies, a student may be advised or required to enroll in a developmental (remedial) course or courses. Developmental courses are currently being offered in the areas of reading, English, and mathematics. Since this work is of a remedial nature, no academic credit is awarded for successful completion.

Assembly Attendance

All students who are enrolled for 12 or more semester hours are required to register for and to attend Assembly. A student may accumulate as many as four (4) unexcused absences each semester without penalty. When a student accumulates five (5) or more unexcused absences, he/she will be expected to remove all excessive absences in a manner satisfactory to the Associate Dean of Students.

Procedure for Changing Classes and Courses

1. Obtain proper form from the Office of the Registrar.
2. Secure the approval and signature of adviser.
3. Secure the approvals and signatures of the professors in whose classes changes are being made.
4. Secure the approval and signature of the Dean of the College.
5. Return form to the Office of the Registrar.

A student may be charged a fee of $5.00 for each class change, if such a change is primarily for the personal convenience of the student. The Registrar of the College will determine whether or not this fee will be charged, based on the merit of each case.

Dropping of Courses

Courses may be dropped under the following circumstances:

1. Classes may be dropped without academic penalty as late as one week prior to the mid-term grading period. The last date for dropping a course without academic penalty is listed in the catalog calendar. Courses dropped within this period are not listed on the student's permanent record.

2. Withdrawal from a course after the official drop period as listed in the catalog calendar will result in a grade of "F" on each course dropped.

3. Exceptions to item 2 may be made in extreme cases, such as the reasons given in the catalog for excused absences. These exceptions must be approved by the Dean of the college, the Absence Committee, or both. If the Dean of the College or the Absence Committee approves the dropping of a course because of extenuating circumstances, the student will receive a "WF" or "WP" on the course, unless the drop is medical, in which case the grade will be recorded as "W". A physician's certificate is required for a medical drop.

4. In order for a student to withdraw officially from a course, he must follow the "Procedure for Changing Classes and Courses", as outlined above. Unofficial withdrawals result in a grade of "F" on each course dropped.

Repeating of Courses

1. In the event that a student repeats a course, the last grade earned will be considered his final grade, and will be considered work attempted. The student's transcript will reflect all grades. In the case of a repeat course, this will include both original grade and the repeat grade.

2. Courses in which "D's" are earned will transfer to many senior institutions if the student has a "C" average on all work attempted at Chowan College.

3. Students in vocational programs should repeat any courses in

which "D's" are earned if such courses are in their major area of concentration. However, any student will be allowed to continue if he does not repeat the course in which a "D" is earned.

4. It will be the responsibility of the student to determine if a "D" should be repeated. The college will not be responsible for "D's" that do not transfer to senior institutions.

Re-Examinations

A final semester candidate for graduation may apply for only *one* re- examination if extenuating circumstances justify it. The decision in this matter will be made by the professor involved, the Dean of the College, and the chairman of the department. In case the chairman of the department is the professor, another professor will be called in to act.

No grade higher than a "C" may be assigned as a result of re-examination.

A special re-examination will not be given until the student has had adequate time to do further study, which, in the judgment of the professor, justifies a re-examination.

A re-examination must be authorized by the Dean of the College and preceded by the payment of the required $5.00 fee.

Make-Up Tests

All students who desire to make up a test or tests which were missed due to excused absences will be required to make up test or tests as specified by either the individual professor or departmental policy.

College Level Examination Program

Chowan College participates in the College Level Examination Program (CLEP) of the College Entrance Examination Board. Credits are granted on the basis of both General Examinations and Subject Examinations in cases where the student scores at or above the level most recently recommended by the Council on College- Level Examinations of the College Entrance Examination Board. For information on specific CLEP credits acceptable at Chowan College, contact the Registrar of the College.

All students who seek credit by CLEP should be aware of the following matters:

1. No student may receive credit for a Subject or General Examination if it duplicates in part or total any college level course for which he has already received credit.

2. Credit granted by CLEP will be reflected on the student's transcript in terms of semester hours only. No letter grade will be recorded and no quality points assigned. The actual score achieved on a CLEP examination will be recorded on the transcript. A student's quality point average will be determined by grades achieved in regular college courses.

3. Credits by CLEP will be recorded on the student's transcript only

after he has matriculated at the college and earned a minimum ot 18 semester hours.

4. While more than 1,000 American colleges now participate in CLEP, all do not participate to the same degree, nor do all necessarily accept the credit level as recommended by CLEP. In every case, any student who seeks credit by CLEP does so on his own responsibility, so far as transfer of credit is concerned.

CEEB Advanced Placement Program

High school students enrolled in Advance Placement (AP) courses may receive college credit by taking AP examinations upon completion of the courses and forwarding the results to the Office of Admissions for evaluation. In general, Chowan College awards credit for courses on which the student earns a score of three (3) or better on the appropriate Advance Placement Test.

Credit awarded by AP will be reflected on the student's transcript in terms of semester hours only. No letter grade will be recorded and no quality points assigned. The actual score achieved on the AP examination will be recorded on the transcript. A student's quality point average will be determined by grades achieved in regular college courses.

Guidelines Concerning Course Waivers

Course Waivers (No Credit Given):

In the matter of non-credit course waivers for purpose of placement, the chairman of each department shall have the authority to make the decisions.

Course Waivers (Credit Earned by Examination):

Departmental examinations for credit hours toward graduation (See College catalog for CLEP, and for Advanced Pacement)

In exceptional circumstances students of proven ability who have independently pursued a systematic course of study may attempt, upon recommendation of the department concerned and endorsed by the Dean of the College, an examination to establish credit.

Regulations:

1. Departmental examinations for credit may be given only on those courses which have been designated by the department.
2. The student must consult in advance with his adviser and with the head of the department concerned.
3. Applications shall be made to the Dean of the College with the written permission of the head of the department concerned.
4. A fee will be charged, payable after the application has been approved. There will be no refund of any part of this fee regardless of the outcome of the examination.
5. No more than 8 semester hours may be earned toward fulfillment of graduation requirements by this method.
6. Credit and quality points will be granted only if the level of performance is "C" or better.

7. Examinations for credit must be taken before the beginning of the last semester or before a summer session of work immediately preceding completion of requirements for graduation.

8. No examinations for credit may be taken in a course during the semester in which the student is auditing that course.

9. Each examination shall be a written examination, except in certain cases where mastery of techniques must be demonstrated either in combination with or in lieu of the written examination. The examination shall be kept on file in the office of the Dean of the College.

Withdrawal from the College

1. A student who finds it necessary to withdraw from the college must consult with the Dean of the College and the Bursar and arrange for regular withdrawal. Unless this is done, honorable dismissal will not be granted. All withdrawals are initated in the Office of the Dean of the College.

2. Students who withdraw after the mid-term grading period, which is designated in the Calendar of the catalog, will receive an "F" on all courses being taken at the time of withdrawal and hours will be counted as work attempted. Exceptions to this policy will be the following reasons:

a. Illness, in which case a physician's certificate must be presented and approved by the Dean of the College.

b. Death of a member of a student's family.

c. Sickness in a family which requires the attention of the student, verified by a physician.

For students withdrawing from the college for the above reasons, semester hours will not be counted as work attempted and will be recorded as withdrawals from the college on the date indicated on the withdrawal form. For other withdrawals prior to the mid-term grading period, work will not be recorded as work attempted but will be recorded as withdrawals from the college on the date specified on the withdrawal form. When a student withdraws from the college after mid-term for any reason other than those listed above, the faculty members involved should submit to the office of the Registrar the student's grade card showing an "F" on the course which will be recorded in the transcript of the student. Also, the professor should show the student's actual grade which will be used by the Admissions Committee in determining the student's eligibility for re-admission to the College.

Transcripts

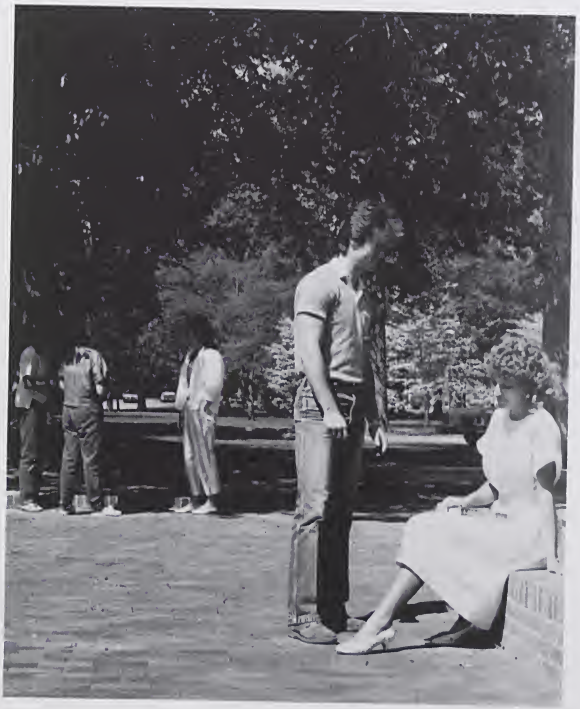
Upon request, a student is entitled to one free copy of his college transcript. For additional copies there is a fee of $2.00 each.

Whitaker Library

Whitaker Library, dedicated in 1968, is a handsome, efficient, modern building designed to be the center of the educational process. It provides seating space for 330 students, including space at 173 individual study tables. Here also is the Antiquities Room, which serves as a depository for old and rare books. The Antiquities Room also houses the Creech Baptist Collection.

The book collection numbers approximately 83,000 volumes. Books are readily accessible on open shelves.

Whitaker Library is open 72 hours per week and is well staffed to provide complete services to students.



Ocean City

Chowan College

Murfreesboro, North Carolina 27855
(919) 398-4101

Application for Admission

We are sincerely appreciative of your interest in Chowan College. Please type or print in completing this application. Request your Counselor or Registrar to have copies of your academic work sent directly to the Office of Admissions. *A $10 application fee is required with your application.* Your admission to the college is determined without regard to sex, race, marital status, religion, age, handicap, or national origin. This information is requested for statistical purposes and to enable the college to provide appropriate student services.

Social Security Number _____

When do you wish to enroll?_____Housing: Expect to live on campus_____at home_____

Name_____
last first middle name you wish to be called

Mailing Address (Current) _____
Street/Route City State Zip

Residential Address _____
Street/Route City State Zip

Telephone ( ) _____Are you A United States Citizen?___If not, what country? _____

Date of Birth_____Age_____Race_____Sex_____Marital Status _____

Place of Birth _____ State of legal residence _____ County _____

Are you presently employed?_____Occupation_____Work Phone ( ) _____

FATHER	MOTHER
Name_____	Name_____
Address _____	Address _____
_____	_____
Occupation _____Business Phone _____	Occupation _____Business Phone _____
Employer _____	Employer _____

Are both parents living?_____Father deceased_____Mother deceased_____Divorced_____Separated _____

Legal Guardian (if other than parent) _____
Name

Address_____ Home Phone ( ) _____
Street/Route City State Zip

Occupation _____ Business Phone _____ Employer _____

School Record

Indicate last high school attended _____

Address:_____Graduation Day _____
Street/Route City State Zip

Colleges Attended_____Dates Attended_____
Name State

Intended Field of Study_____Expected date of graduation from Chowan _____

Name any relatives or friends who have attended Chowan and indicate relationship to you:

_____

_____

What Scholastic honors or distinctions have you won?_____

_____

In what varsity sports do you wish to participate in college? _____

Church Affiliation _____
Denomination Church Name

_____
City State Zip Pastor's Name

Local Newspaper _____
Name Address

Have you ever visited Chowan College's campus?_____If yes, when? _____

Who or what influenced you to apply to Chowan College? _____

Please list your involvement in the following activities, and those in which you wish to pursue at Chowan College: (Student government, stage band, school plays, church groups, cheerleading, sports, etc.)

_____

_____

CONDITION OF ADMISSION

This application is made with the understanding and agreement that upon admission I will be subject to the rules and reguations of Chowan College as outlined in the catalog.

I am voluntarily providing my social security number on this form with the understanding that it will be used only as my student identification number for this institution's record-keeping and data processing operations and for official enrollment reporting to designated state and federal agencies. I understand that from time to time I will be asked to enter this identification number on other institutional forms and documents, and I hereby voluntarily agree to do so only for the same purposes stated above.

_____ _____
Signature Date

Enclose $10.00 Application Fee—Non Refundable

The Curricula

Those students who, at the time of entering college, have not fully decided which course of study they desire to pursue are advised and urged to register for the liberal arts curriculum. Work in the liberal arts leads to degrees in teaching, medicine, religion, law, business administration, science, journalism, and various other professional fields.

Departments of Arts and Sciences

The study of the arts and sciences serves several purposes.

To Communicate. The development of the ability to communicate is greatly aided by the study of languages (including English) and related subjects.

To Inquire Accurately. The study of natural and social sciences provides students with that broad knowledge of the world and the universe which is so important to human experience.

To Understand. The study of the humanities brings an understanding of the cultural heritage of the Western World and stimulates an appreciation of other cultures.

To Encourage Moral Growth. The study of religion encourages the development of a mature philosophy of life, whereby one acquires worth and personally satisfying life goals and the ability to make appropriate value judgments.

To Reason. The study of the sciences challenges the individual to think independently and creatively and helps to develop his skill in using the various methods of thought, research, and judgment.

In short, studies in the liberal arts and sciences broaden the student's understanding of himself, his cultural heritage, and his universe, and thus, provide him with a strong foundation on which he may add successfully, throughout his life, additional blocks of knowledge.

Liberal Arts

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103* or 101	3	Mathematics 105* or 102	3
Religion 101	3	Religion 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Approved Electives	6	Music Appreciation 161 or Art 161	3
Total	16	Approved Electives	3
		Total	16

SUGGESTED ELECTIVES FOR LIBERAL ARTS: Government 108, Geography 151, Sociology 205, 207, Economics 251-252, Mathematics 210, 211, 212, History 201-202, Speech 210, Philosophy 201, Hygiene 101, Psychology 206.

*Mathematics 109 may be substituted.

Pre-Education

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103* or 101	3	Mathematics 105* or 102	3
Religion 101	3	Religion 102	3
History 101 or 201	3	History 102 or 202	3
Physical Education	1	Physical Education	1
**Approved Elective or Language	3	**Approved Elective or Language	3
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202or 204	3
Laboratory Science	4	Laboratory Science	4
Psychology 201	3	Music Appreciation 161 or Art Appreciation 161	3
Health 101	3	Speech 210	3
Approved Elective or Language	3	Approved Elective or Language	3
Total	16	Total	16

SUGGESTED ELECTIVES FOR PRE-EDUCATION: Government 108, Geography 151, Speech 210-211, Sociology 205, 207, Mathematics 210, 211, 212, Economics 251-252, English 203-204, Philosophy 201, Psychology 206

*Mathematics 109 may be substituted.

**Students wishing a teacher's certificate in science should take Biology in their first year instead of this elective and take Chemistry the second year. Others should choose Biology over Chemistry the second year.

Pre-Religion

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Mathematics 103* or 101	3	Mathematics 105* or 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Foreign Language 201	3	Foreign Language 202	3
Laboratory Science	4	Laboratory Science	4
Music Appreciation 161	3	**Social Science Elective	3
Health 101	3	Speech 210	3
Total	16	Total	16

*Mathematics 109 may be substituted.

**Psychology 201, Sociology 205, Economics 251-252, Government 108, Philosophy 201.

Pre-Law

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103* or 101	3	Mathematics 105* or 102	3
Religion 101	3	Religion 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Economics 251	3	Economics 252	3
Government 108	3	Elective	3
Total	16	Total	16

SUGGESTED ELECTIVES FOR PRE-LAW: Geography 151, Speech 210-211, Sociology 205, History 201-202, Psychology 201, Philosophy 201.
*Mathematics 109 may be substituted.

Social Studies

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Math 103 or 101	3	Math 105 or 102	3
Religion 101	3	Religion 102	3
Government 108	3	Geography 151	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
History 201	3	History 202	3
Music Appreciation 161 or Art Appreciation 161	3	Sociology 205	3
Elective	3	Elective	3
Total	16	Total	16

SUGGESTED ELECTIVES FOR SOCIAL STUDIES: Economics 251-252, Philosophy 201, Sociology 207, Speech 210.
Concentration in Sociology: Sociology 205, 207, Psychology 201, 206, Economics 251-252, Ethics 131

Pre-Psychology or Sociology

Requirements for the Associate Degree Leading to a B.A. Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Math 103 or 101	3	Math 105 or 102	3
Religion 101	3	Religion 102	3
*Foreign Language	3	*Foreign Language	3
History 101 or 201	3	History 102 or 202	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
*Foreign Language	3	*Foreign Language	3
Psychology 201	3	Psychology 206 or Sociology 207	3
Sociology 205	3	Music Appreciation or Art Appreciation	3
Laboratory Science	4	Laboratory Science	4
Total	16	Total	16

* Students must satisfy Foreign Language requirements through the intermediate level. For those who complete their Foreign Language requirements the first year, suggested electives are Government 108, Geography 151, Economics 251-252, Philosophy 201, Speech 210, Sociology 207, Psychology 206, Math 121, Introduction to Computers 171-172.

History

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Math 103 or 101	3	Math 105 or 102	3
Religion 101	3	Religion 102	3
*Foreign Language	3	*Foreign Language	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
History 201	3	History 202	3
Music Appreciation 161 and/or Art Appreciation 161	3	Sociology 205	3
Foreign Language	3	*Foreign Language	3
Total	16	Total	16

*Students must satisfy Foreign Language requirements through the intermediate level. For those who complete their Foreign Language requirement the first year, suggested electives are: Government 108, Geography 151, Economics 251-252, Philosophy 201.

English

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Math 103* or 101	3	Math 105* or 102	3
Religion 101	3	Religion 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101 or 201	3	History 102 or 202	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201	3	English 202	3
English 203	3	English 204	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Music, Art, or Drama 161	3	Approved Elective	3
Total	16	Total	16

SUGGESTED ELECTIVES FOR ENGLISH MAJORS: Special Honors Courses in English; Philosophy 201; Sociology 205, 207; Psychology 206; Government 108; Geography 151; Speech 210; Health 101.

* Mathematics 109 may be substituted.

Music

Requirements for the Associate Degree Leading to the Bachelor's Degree in Music, Music Education, or Church Music

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Music Literature 171	2	Music Literature 172	2
Music Theory 151	3	Music Theory 152	3
Sight Singing 101	1	Sight Singing 102	1
Physical Education	1	Physical Education	1
Ensemble	1	Ensemble	1
*Applied Music	2	*Applied Music	2
Math 101	3	Math 102	3
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Religion 101	3	Religion 102	3
Music Theory 251	3	Music Theory 252	3
Sight Singing 201	1	Sight Singing 202	1
Ensemble	1	Ensemble	1
*Applied Music	2	*Applied Music	2
Class Methods, Music 221	1	Class Methods 222	1
History 101 or 201	3	History 102 or 202	3
Total	17	Total	17

* If the student does not already possess a basic level of keyboard proficiency, additional study in piano will be required. Such study may continue throughout the two years at Chowan or until a basic proficiency is acquired.

Music

Requirements for the Associate Degree Leading to the B.M. with Major in Performance

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Music Literature 171	2	Music Literature 172	2
Music Theory 151	3	Music Theory 152	3
Sight Singing 101	1	Sight Singing 102	1
Physical Education	1	Physical Education	1
Ensemble	1	Ensemble	1
Applied Music	3	Applied Music	3
		Elective	3
Total	14	Total	17

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Religion 101	3	Religion 102	3
Advanced Music Theory 251	3	Advanced Music Theory 252	3
Advanced Sight Singing 201	1	Advanced Sight Singing 202	1
Ensemble	1	Ensemble	1
Applied Music	4	Applied Music	4
Class Methods, Music 221	1	Class Methods, Music 222	1
Total	16	Total	16

NOTE: Admission to this program is by AUDITION ONLY. Such audition should be held before the student begins classes for the first semester. All students admitted to this program must present a recital during their final semester of study. Any student who fails to show a reasonable amount of progress in his/her major instrument of study at the end of each grading period may be dropped from this particular music program.

Art

Requirements for the Associate Degree Leading to the B.F.A. or B.A. in Studio Art

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Physical Education	1	Physical Education	1
Color and Design 171	3	Ceramics 151	3
Fundamentals of Drawing 101	3	Figure Drawing 102	3
Social Science*	3	Mathematics	3
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Painting 201	3	Painting 202	3
Art History 211	3	Art History 212	3
Printmaking 191	3	Social Science*	3
Laboratory Science or Foreign Language***	4-3	Laboratory Science or Foreign Language***	4-3
Total	16-15	Total	16-15

*Social Science requirement may be selected from the following: Western Civilization, Geography, Sociology and Psychology

**Many senior institutions require Mathematics 103 for the B.A. and B.F.A. Degrees.

***Many senior institutions require a foreign language for the B.A. Degree.

Art

Requirements for the Associate Degree Leading to the B.S. in Art Education

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Physical Education	1	Physical Education	1
Color and Design 171	3	Figure Drawing 102	3
Fundamentals of Drawing 101	3	Printmaking 191	3
Social Science*	3	Social Science*	3
Total	16	Total	16

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Mathematics 101 or 103	3	Mathematics 102 or Social Science	3
Painting 201 or 202	3	Ceramics 151	3
Art History 211	3	Art History 212	3
Laboratory Science	4	Laboratory Science	4
Total	16	Total	16

*Social Science requirement may be selected from the following: Geography, Western Civilization, Sociology, and Psychology.

Commercial Art

Requirements for the Associate Degree Leading to the BA* or BFA with a Major in Commercial Art

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Lettering Design 181	3	Figure Drawing 102	3
Color and Design 171	3	Printmaking 191	3
Fundamentals of Drawing 101	3	Ceramics 151	3
Physical Education	1	Introduction to Graphic Arts 101	3
Total	16	Total	18

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Art History Survey 211	3	Art History Survey 212	3
Advertising Design 261	3	Advertising Design 262	3
Painting 201 or 202	3	Illustration 271	3
Physical Education	1	Approved Elective	3
Math 103 or approved Elective	3	Total	15
Total	16		

*Many senior institutions require a foreign language for the BA Degree.

Pre-Medical Illustration

Requirements for the Associate Degree
Leading to the B.S. Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Math 101 or 103	3	Math 102 or 105	3
Biology 101	4	Biology 102	4
Color and Design 171	3	Religion 101	3
Fundamentals of Drawing 101	3	Figure Drawing 102	3
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
Religion 102	3	Biology 222	4
Biology 221	4	Illustration 271	3
Painting 201	3	Art Problems 291	3
Physical Education	1	Physical Education	1
Art History 211	3	Art History 212	3
Elective*	2-3	Elective*	2-3
Total	16-17	Total	16-17

SUGGESTED ELECTIVES: Any course or courses in literature or the social sciences.

Mathematics

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
Mathematics 109*	5	Mathematics 210	4
English 101	3	English 102	3
Science Elective or Foreign Language	3-4	Science Elective or Foreign Language	3-4
Religion 101	3	Religion 102	3
Physical Education	1	Physical Education	1
Total	15-16	Elective	3
		Total	17-18

Second Year

First Semester		*Second Semester*	
Mathematics 211	4	Mathematics 212 or Elective	3-4
English 201 or 203	3	English 202 or 204	3
Physics 101	4	Physics 102	4
Social Science Elective	3	Social Science Elective	3
Fine Arts Elective	3	Mathematics 289 or Elective	3
Total	17	Total	16-17

*Mathematics 103-105 may be substituted for Mathematics 109.
Electives must be approved by student's adviser.

Science

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Religion 101	3	Religion 102	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Total	17	Total	17

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Physics 101	4	Physics 102	4
		Computer Applications 201	3
Approved Electives	9	Approved Electives	6
Physical Education	1	Physical Education	1
Total	17	Total	17

SUGGESTED ELECTIVES: Chemistry 275-276, Anatomy 221, Physiology 222, Mathematics 210, 211, French 101-102, History 101-102, Government 108, Economics 251-252, Sociology 205, Philosophy 201, Geography 151.
*Mathematics 109 may be substituted.

Pre-Engineering

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 109*	5	Mathematics 210	4
Mathematics 111	2	Elective	3
Chemistry 102	4	Chemistry 103	4
Physical Education	1	Physical Education	1
Total	15	Total	15

Second Year

First Semester		*Second Semester*	
English 201, 202, 203 or 204	3	Any History	3
Physics 203	4	Physics 204	4
Mathematics 211	4	Mathematics 212 or Elective	4
Economics 251	3	Mathematics 289 or Elective	3
Religion 101	3	Religion 102	3
Total	17	Total	17

*Mathematics 103-105 will satisfy this requirement.
Any elective must be approved by adviser.

Pre-Optometry

Requirements for the Associate Degree Leading to a Bachelor's Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Physical Education	1	Physical Education	1
Religion 101	3	Religion 102	3
Total	18	Total	18

Second Year

First Semester		*Second Semester*	
Chemistry 275	4	Math 121 or 210	3
Physics 101	4	Physics 102	4
Psychology 201	3	Microbiology 241	4
Elective	3	Elective	3
History 101	3	History 102	3
Total	17	Total	17

*Mathematics 109 or 210 will satisfy this requirement.
SUGGESTED ELECTIVES: Mathematics 210, Mathematics 121, Chemistry 276.

Pre-Forestry

Requirements for the Associate Degree Leading to B.S. Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Physical Education	1	Physical Education	1
**Total	15	**Total	15

Second Year

First Semester		*Second Semester*	
Mathematics 210	4	Mathematics 211	4
English 211	3	English 202, 203 or 204	3
Physics 101	4	Physics 102	4
Economics 251	3	Economics 252	3
Religion 101	3	Religion 102	3
Total	17	Total	17

*Mathematics 109 will satisfy this requirement.
**Elective may be added, upon approval of academic adviser.

Pre-Pulp and Paper Science and Technology

Requirements for the Associate Degree
Leading to B.S. Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Physical Education	1	Physical Education	1
**Total	15	**Total	15

Second Year

First Semester		Second Semester	
Religion 101	3	Religion 102	3
Chemistry 275	4	Chemistry 276	4
Mathematics 210	4	Economics 251	3
Mathematics 111	2	Mathematics 211	4
Physics 101 or 203	4	Physics 102 or 204	4
Total	17	Total	18

*Mathematics 109 will satisfy this requirement.
**Elective may be added, upon approval of academic adviser.

Pre-Agriculture

Requirements for the Associate Degree
Leading to B.S. Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Math 103*	3	Math 105*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
P.E.	1	P.E.	1
Total	15	Total	15

Second Year

First Semester		Second Semester	
English 201 or 205	3	Speech 211	3
Religion 101	3	Religion 102	3
Physics 101	4	Physics 102	4
Math 210	3	Economics 252	3
Economics 251	3	Elective	3
Total	17	Total	16

*Mathematics 109 will satisfy this requirement.

Electives Math 211, Biology 241, Sociology 205, Philosophy 201, Geography 151, Accounting 141, Typewriting 101, Science 201.

*Pre-Dental Hygiene**

Requirements for the Associate Degree Leading to the B.S. Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Math 103	3	Math 121	3
Chemistry 102	4	Chemistry 103	4
Religion 101	3	Religion 102	3
Total	17	Total	17

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Biology 221	4	Biology 222	4
Psychology 201	3	Socioloy 205	3
History 101	3	History 102	3
Speech 210	3	Biology 241	4
Physical Education	1	Physical Education	1
Total	17	Total	18

*The program listed includes most of the requirements for entrance in most Dental Hygiene schools. Specific Dental Hygiene schools may, however, have different admission requirements. Therefore, students enrolling in the above program at Chowan should review with his/her advisor the requirements of the particular school he/she wishes to transfer. This program with the advisor's approval may be altered to fit the needs of the particular student.

Pre-Pharmacy

Requirements for the Associate Degree Leading to a Bachelor's Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Mathematics 103*	3	Mathematics 105*	3
Religion 101	3	Religion 102	3
Total	17	Total	17

Second Year

First Semester		*Second Semester*	
Physical Education	1	Physical Education	1
Economics 251	3	Physics 102	4
Physics 101	4	Chemistry 276	4
Chemistry 275	4	Electives	6
Elective*	3	Total	15
Total	15		

*Mathematics 109 will satisfy this requirement.

Pre-Medical, Pre-Dental, Pre-Veterinary Medicine

Requirements for the Associate Degree Leading to B.S. Degree or Preparatory for a Professional School

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 108**	3	Mathematics 105**	3
Chemistry 102	4	Chemistry 103	4
Biology 101	4	Biology 102	4
Physical Education	1	Physical Education	1
Total	15	Total	15

Second Year

First Semester		Second Semester	
Religion 101	3	Religion 102	3
Chemistry 275	4	Chemistry 276	4
Physics 101	4	Physics 102	4
Approved Electives*	6	Approved Electives	6
Total	17	Total	17

*SUGGESTED ELECTIVES: French 101-102, History 101-102, Anatomy and Physiology 221-222, Psychology 201, Government 108, Microbiology 241, Sociology 205, Geography 151, Speech 211, Art Appreciation 161, Music Appreciation 161, Math 210, 211, 212, Philosophy 201, History 201, 202, Sociology 207, English 201, 202, English 203-204.

**Math 109 will satisfy this requirement.

Pre-Physical Therapy

Requirements* for the Associate Degree Leading to the Bachelor of Science in Physical Therapy

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Mathematics 103	3	Mathematics 121	3
Physical Education	1	Physical Education	1
Total	15	Total	15

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Physics 101	4	Speech 210	3
Psychology 201	3	Sociology 205	3
Religion 101	3	Religion 102	3
Elective	3-4	Electives	3-4
Total	16-17	Total	15-16

Approved Electives: French 101-102; Spanish 101-102; History 101-102; United States History 201-202; Music Appreciation 161; Art Appreciation 161; Mathematics 210.

*All colleges and universities do not have the same requirements. It is, therefore, advisable that students entering this program decide early the senior college they wish to attend so that adjustments in the above curriculum can be made to meet the requirements of that institution.

Pre-Cytotechnology
Pre-Medical Technology

Leading to a B.S. Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Chemistry 102	4	Chemistry 103	4
Biology 101	4	Biology 102	4
Math 103*	3	Math 105*	3
Religion 101	3	Religion 102	3
Total	17	Total	17

Second Year

First Semester		*Second Semester*	
Chemistry 275	4	Biology 241	4
Psychology 201	3	Sociology 205	3
Biology 221	4	Biology 222	4
History 101 or 201	3	History 102 or 202	3
English 201 or 203	3	English 202 or 204	3
P.E.	1	P.E.	1
Total	18	Total	18

*Math 109 will satisfy this requirement.

Pre-Nursing

Requirements for the Associate Degree
Leading to B.S. Degree**

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Religion 101	3	Religion 102	3
Math 103	3	Chemistry 103	4
Chemistry 102	4	Physical Education	1
Physical Education	1	Total	15
Total	18		

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Anatomy 221	4	Sociology 205	3
History 101	3	Physiology 222	3
Psychology 201	3	History 102	3
Approved Elective*	3	Biology 241	4
Total	16	Total	16

*SUGGESTED ELECTIVES FOR PRE-NURSING: Music 161, English 203, 204, Sociology 207.

**All colleges and universities do not have the same admission requirements. Therefore, students should apply at once to the senior college of their choice so that adjustments in the above curriculum can be made to meet the requirements of the senior institution.

Pre-Journalism

Requirements for the Associate Degree Leading to Bachelor's Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103* or 101	3	Mathematics 105* or 102	3
Religion 101	3	Religion 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Approved Electives	6	Approved Elective	6
Total	16	Total	16

SUGGESTED ELECTIVES FOR PRE-JOURNALISM: Government 108, Geography 151, Speech 210-211, Sociology 205, Sociology 207, Psychology 201, History 201-202, Mathematics 210-211, Economics 251-252, Health 101, Art 161, Philosophy 201.

*Mathematics 109 may be substituted.

Pre-Health and Physical Education

Requirements for the Associate Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Mathematics 101 or 103*	3	Mathematics 102 or 105*	3
Health 101	3	First Aid and Safety 102	3
Sports Officiating 103	3	Sports Officiating 104	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
History 201 or 101	3	History 202 or 102	3
Psychology 201	3	Elective or Psychology 206	3
Biology 101	4	Biology 102	4
Speech 210	3	Music or Art Appre. 161	3
Physical Education	1	Physical Education	1
Total	17	Total	17

Approved Electives: Sociology 205-207, Government 108, Geography 151, Philosophy 201, Economics 251-252, Biology 221-222.

Pre-Sports Medicine

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Health 101	3	Biology 101	4
History 201 or 101	3	History 202 or 102	3
Mathematics 101 or 103	3	Mathematics 102 or 105	3
Religion 101	3	Religion 102	3
Physical Education	1	Physical Education	1
Total	16	Total	17

Second Year

First Semester		*Second Semester*	
English 201 or 203	3	English 202 or 204	3
Biology 221	4	Biology 222	4
Music or Art Appre. 161	3	Psychology 206	3
Psychology 201	3	First Aid and Safety 102	3
Speech 210 or Elective	3	Elective	3
Physical Education	1	Physical Education	1
Total	17	Total	17

Approved Electives: Physics 101, Sociology 207, Philosophy 201, Economics 251-252, Government 108, Geography 151, Chemistry 102.

Department of Business

The basic purpose of business is to provide young men and women with the necessary specialized training for a future of self- reliance and economic opportunity. Because the student of business should know the art of living as well as working, opportunities are offered for study in the arts and humanities.

The Department of Business offers transfer and vocational courses and curricula to serve the needs of all students.

1. *Program for Transfer Students.* Two years of studies are available to the student who plans to graduate from a four-year institution. The student who wishes to major in business administration, accounting, computer information systems, economics, finance, marketing, management, or office administration, may qualify for junior-level status at a senior college or university by completing the first two years at Chowan College.

2. *Program for Vocational Students.* For the student who does not plan to continue his education beyond Chowan College, the Department of Business offers comprehensive programs in business-vocational training. The department has as its objective the preparation of the student for employment in the field of accounting, computer information systems, office administration, merchandise management, or general office training. This entire program is so planned that any student who desires to transfer to a four-year institution may easily do so. He may contact the chairman of the department for additional information.

Policies

Typewriting:

Each student enrolled in the Department of Business is advised to complete A MINIMUM OF ONE COLLEGE-LEVEL COURSE IN TYPEWRITING.

Placement in the typewriting course levels is as follows:

(a) A student with no previous experience in typewriting will enroll in Business 101.

(b) A student with no more than one year of high school typewriting with a grade below "C" will enroll in Business 101.

(c) A student with one complete year of high school typewriting, with a grade of "C" or better, will enroll in Typewriting 102.

(d) A student with more than one year of high school typewriting, with a grade of "C" or better, will enroll in Typewriting 102.

Any exceptions to the above guidelines are to be approved by the student's adviser, the instructor concerned, and the departmental chairman.

A minimum of two courses in college typewriting is normally required for all office systems management programs. Exceptions may be made where students achieve exceptional speed and accuracy levels. An approved substitution report will be executed by the student's adviser where such exceptions are made.

Shorthand:

Office Systems Management students are placed in the shorthand course levels as follows:

(a) A student with no previous experience in shorthand will enroll in Shorthand 111.

(b) A student with one year of high school experience in shorthand, or less, with a grade below "C" will enroll in Shorthand 111.

(c) A student with one year of high school experience in shorthand with a grade of "C" or better, will enroll in Shorthand 112.

(d) A student with two years of high school experience in shorthand, with a grade below "C" will enroll in Shorthand 112.

(e) A student with two years of high school experience in shorthand, with a grade of "C" or better, will enroll in Advanced Dictation 211.

Any exception to the above guidelines are to be approved by the student's adviser, the instructor concerned, and the departmental chairman.

Students enrolled in an associate degree curriculum normally complete shorthand through Advanced Dictation 211.

The Certified Professional Secretary

The Certified Professional Secretary (CPS) rating is recognized as the measurement standard of proficiency for the secretarial profession. The only way to achieve the CPS rating is by taking the two- day, six-part examination.

Associate degree candidates are eligible to apply for this examination and subsequent certification. The following courses are recommended as minimum preparatory requirements: Economics 251-252; Accounting 141-142, 243; Business Law 281-282; Psychology 201; Mathematics of Finances 161; Business Communications 202; Office Procedures 223-224 and Computers 171.

Students desiring to apply for this examination should follow the Certified Professional Secretarial Administration curriculum. Confer with the academic adviser for additional information.

Business Administration

Requirements for the Associate Degree Leading to the B.S. Degree in Business Administration or Accounting

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
*Mathematics	3	*Mathematics	3
Accounting 141 or Lab Science	4	Accounting 142 or Lab Science	4
Physical Education or Professional Development 100	1-2	Economics 251 or Computer 271	3
Business 101, 102, or Approved elective	3	Physical Education	1
Total	17-18	Total	17

Second Year

First Semester		*Second Semester*	
English 201, 202, 203, or 204	3	Speech 210	3
Laboratory Science or Accounting 141	4	Laboratory Science or Accounting 142	4
Economics 251 or Computer 271	3	Psychology 201, Accounting 243 or Approved Elective	3
Business Law 281	3	Business Law 282, Computers 172, or Approved Elective	3
Accounting 240 or Approved Elective	3	Economics 252	3
Total	16	Total	16

*Complete six hours of mathematics as approved by adviser.

APPROVED ELECTIVES FOR BUSINESS ADMINISTRATION: History 101-102, 201-202, Government 108, Geography 151, Sociology 207, Foreign Language sequence; any fine arts, mathematics, business, English, religion, or science electives approved by advisor.

Business Education

Requirements for the Associate Degree Leading to the B.S. Degree in Business Teacher Education

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
*Mathematics	3	*Mathematics or **Transcription 122	3
Typewriting 102	3	Foreign Language 102 or 202 History 102, **Shorthand 112, Computers 172 or Approved Elective	3-4***
Foreign Language 101 or 201 History 101, Shorthand 111, Computers 171, or Approved Elective	3-4***	Typewriting 203	3
Professional Development 100	2	Business Machines	1
Total	17-18	Total	16-17

Second Year

First Semester		*Second Semester*	
English 201, 202, 203, or 204	3	Speech 210	3
*Mathematics	3	Economics 252	3
History 201, Psychology 201, Business Law 281, Biology 101, Advanced Dictation 211, or Approved Elective	3-4***	History 202, Sociology 205, Business Law 282, Biology 102, or Approved Elective	3-4***
Economics 251	3	Accounting 142	4
Accounting 141	4	Business Machines 106 or CIS Data Entry 107	1
Total	16-17	Physical Education	1
		Total	15-16

*Complete six hours of mathematics as approved by adviser.

**Enroll concurrently.

***Student interest and transfer institution requirements will determine course enrollments.

APPROVED ELECTIVES FOR BUSINESS EDUCATION: Mathematics 105; Government 108 or Geography 151; Psychology 201, Sociology 205, 207; History 201, 202; Philosophy 201; foreign language or science sequence; any fine arts or business electives.

The BUSINESS EDUCATION curriculum is designed to provide the first two years for Comprehensive Business Teaching Certificate (including preparation for Vocational Office Occupations Coordinators), for Basic Business Education Teaching Certificate, and/or Distributive Education Coordinators.

Computer Information Systems

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Mathematics 105 or 121	3
Mathematics 103	3	Accounting 142	4
Accounting 141	4	Economics 251	3
CIS—Introd. to Comp. 171	3	CIS – BASIC 172	3
Business Machines 105 or Data Entry 107	1	Physical Education or Professional Dev. 100	1-2
Total	17	Total	17-18

Second Year

First Semester		*Second Year*	
English 201, 202, 203 or 204	3	Religion 102	3
*Mathematics, Laboratory Science, or Approved Elective	4-3	*Mathematics, Laboratory Science, or Approved Elective	4-3
CIS—COBOL I 271	3	Speech 210 or Economics 252	3
CIS—Systems Analysis& Design 276	3	CIS – COBOL II 272	3
Managerial Accounting 240		CIS – FORTRAN 273	2
Business Law 281 or Approved Elective	3	CIS – Applications 278	3
Physical Education	1		
Total	17-18	Total	17-18

APPROVED ELECTIVES: History 101-102, 201-202, Government 108, Geography 151, Psychology 201, Sociology 207, Foreign Language Sequence, any fine arts, mathematics, science, or business elective selected by student and adviser.

* Course selection dependent on requirements at senior college, if student plans to pursue a four-year degree.

Accounting

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
*Mathematics	3	*Mathematics	3
Accounting 141	4	Accounting 142	4
Business 101, 102, or Approved Elective	3	Economics 251	3
Physical Education or Professional Development 100	1-2	Total	16
Total	17-18		

Second Year

First Semester		*Second Semester*	
English 201, 202, 203, or 204	3	Computers 172, Psychology 201 or Approved Elective	3
Accounting 240	3	Business Law 282 or Approved Elective	3
Economics 252	3	Accounting 243	3
Business Law 281	3	Business Machines 105	1
Computers 171	3	Business Communications 202, or Approved Elective	3
Total	15	Physical Education	1
		Total	14

*Complete six hours of mathematics as approved by adviser.

Approved Electives for Accounting: History 101-102, 201-202, Geography 151, Sociology 205, 207, Philosophy 201, Speech 211, any fine arts, science, mathematics or business elective.

Pre-Trust Management

Requirements for the Associate Degree Leading to the BBA Degree in Business Administration

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
*Mathematics 103	3	*Mathematics 105	3
**Foreign Language 101	3	**Foreign Language 102	3
World History 101, or Approved Elective		World History 102, or Approved Elective	
Accounting 141	4	Accounting 142	4
Total	16	Total	16

Second Year

First Semester		*Second Semester*	
Literature 201 or 203	3	Literature 202 or 204	3
Speech 210	3	Economics 252	3
Economics 251	3	Computers 172 or Approved Elective	3
Laboratory Science	4	Laboratory Science	4
Computers 171	3	Approved Elective	3
Physical Education	1	Physical Education	1
Total	17	Total	17

*Complete a minimum of six hours of Mathematics 103 (3SH), 105 (3SH), 109 (5SH), 210 (4SH), 211 (4SH), 121 (3SH).
**Foreign Language requirement is TWO UNITS of same language in HIGH SCHOOL or SIX SEMESTER HOURS in COLLEGE.
APPROVED ELECTIVES: Any social science, fine arts, religion, science, mathematics, or business elective approved by adviser.

Merchandise Management

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Mathematics 161 or Business 101, 102	3
Retail Merchandising 151	3	Religion 102	3
History of Apparel, Color and Design 153	3	Textiles and Non-Textiles 154	3
Business 101, 102, or Mathematics 161	3	Accounting 141	4
Business Machines 105	1	Professional Development 100	2
Total	16	Total	18

Summer Internship

Internship in retailing laboratory — minimum of 210 hours on-the-job experience

Second Year

First Semester		*Second Semester*	
Visual Merchandising and Sales Promotion 152	3	English 201, 202, 203, 204, or Business Communications 202	3
Speech 210, Art Appreciation 161, Business Law 281, History 101 or Approved Elective	3	Speech 210, Psychology 201, Business Law 281, 282, History 102 or Approved Elective	3
Computers 171	3	Accounting 142, or Computers 171, 172	4-3
Economics 251	3	Economics 252 or Approved Elective	3
Management 261	3	Marketing 262	3
Physical Education	1	Total	16-15
Total	16		

Course substitutions may be determined by the adviser and the department chairman.

Certified Professional Secretarial Administration

Requirements for the Associate Degree

First Year

First Semester		*Second Semester*	
English 101	3	English 102	3
Religion 101	3	Typewriting 203	3
CIS Intro. to Computers 171	3	Religion 102	3
Mathematics 161	3	Accounting 141	4
Information Processing 221	3	Economics 251	3
Professional Development 100	2	Information Processing 222	3
CIS Data Entry 107 or Business Machines 105	1	Total	19
Total	18		

Second Year

First Semester		*Second Semester*	
Accounting 142	4	Income Tax Accounting 243	3
Psychology 201	3	Business Communications 202	3
Office Procedures 223	3	Office Procedures 224	3
Economics 252	3	Advanced Dictation 211	4
Speech 210, Management 261, or CIS BASIC 172	3	Business Law 282	3
Business Law 281	3	Physical Education	1
Total	19	Total	17

This program is designed for those students who have developed minimum shorthand skills of 90 words per minute and minimum typewriting skills of 55 words per minute in high school.

Associate Degree candidates are eligible to apply for the CPS Examinations sponsored by the Institute for Certifying Secretaries, Professional Secretaries International. Certification is dependent upon passing all six parts of the examination and completing two years of approved secretarial experience. The academic advisor will be consulted for complete information.

The CPS Certification is recognized by employers, many of whom reward personnel with higher salaries and promotions.

Course substitutions are not normally permitted in this program.

Applicants who wish to pursue the CPS Program should indicate their intentions on their application for admission.

**Executive Office Systems Management*

Requirements for the Associate Degree

First Year

First Semester	
English 101	3
Religion 101	3
Typewriting 102	3
Information Processing 221	3
CIS Intro. to Computers 171	3
CIS Data Entry 107	1
Physical Education	1
Total	17

Second Semester	
English 102	3
*Shorthand **111/**112	3-4
Transcription **122	3
Typewriting 203	3
Information Processing 222	3
Professional Development 100	2
Total	17-18

Second Year

First Semester	
Executive Communications 201A	3
*Shorthand **112/**211	3-4
Mathematics161	3
Office Procedures 223	3
Business Machines 105	1
Accounting 141	4
Total	17-18

Second Semester	
Religion 102	3
Records Management 123	2
*Shorthand **112/ **211	3-4
Business Communications 202	3
Office Procedures 224	3
Business Machines 106	1
Total	15-16

* A student may follow the SHORTHAND PLAN as outlined above OR select *a minimum of 12 semester hours* from *at least three* of the following areas: Accounting 142, 240, 243; Computers 172, 271, 272; Speech 210, 211; Economics 251, 252; Business Law 281, or 282.
** Enroll concurrently.

APPROVED ELECTIVES FOR EXECUTIVE OFFICE SYSTEMS MANAGEMENT: Any English, fine arts, mathematics, religion, science, social science, or business course approved by the adviser.

*Legal Office Systems Management

Requirements for the Associate Degree

First Year

First Semester	
English 101	3
Mathematics 161	3
Typewriting 102	3
Information Processing 221	3
*Shorthand **111/**112	3-4
Professional Development	2
Total	17-18

Second Semester	
English 102	3
Accounting 141	4
Information Processing 222	3
*Shorthand **112/**211	3-4
Transcription **122	3
CIS Data Entry 107	1
Total	17-18

Second Year

First Semester	
Religion 101	3
Accounting 142	4
Business Law 281	3
***Advanced Dictation **211 or Legal Communications 201B	4-3
Office Procedures 223	3
Business Machines 105	1
Total	18-17

Second Semester	
Religion 102	3
Typewriting 203	3
Records Management 123	2
Accounting 240 or 243	3
Office Procedures 224	3
CIS Intro. to Computers 171 or Business Law 282	3
Business Machines 106	1
Total	18

* A student may follow SHORTHAND PLAN as outlined above OR select *a minimum of 12 semester hours* from at *least three* of the following areas: Accounting 240, 243; Computers 172, 271, 272; Speech 210, 211; Economics 251, 252; or Business Law 282.

** Enroll concurrently.

A student who decides on the SHORTHAND PLAN and completes either Shorthand 112 or Advanced Dictation 211 as a *first course* will automatically complete Business Law 282 for the Legal Office Systems Management curriculum.

APPROVED ELECTIVES FOR LEGAL OFFICE SYSTEMS MANAGEMENT: Any English, fine arts, mathematics, religion, science, social science, or business course approved by the adviser.

*Pre-Medical Record Administration

Requirements for the Associate Degree Leading to B.S. Degree

First Year

*First Semester	
English 101	3
Religion 101	3
Biology 101	4
Mathematics 103	3
Medical Terminology 213	3
Physical Education or Professional Development 100	1-2
Total	17-18

*Second Semester	
English 102	3
Biology 102	4
Economics 251	3
Accounting 141	4
Medical Terminology 214	3
Physical Education or Professional Development 100	1-2
Total	18-19

Second Year

First Semester	
CIS Intro. to Computers 171	3
Anatomy 221	4
Economics 252 or Accounting 142	3-4
Psychology 201	3
Medical Information Processing 215 or Approved Elective***	3
Total	16-17

*Second Semester	
Microbiology 241** or Approved Elective	4
Physiology 222	4
Religion 102	3
Speech 210	3
CIS BASIC 172 or Approved Elective***	3
Total	17

*Students must prove typewriting proficiency of 40-50 wpm or complete Typewriting 102 during first semester.

**Determined by requirements of transfer institution.

***APPROVED ELECTIVES: Determined by student and adviser. Suggestions for second year: Mathematics 105, 121, or 210

*Medical Office Systems Management

Requirements for the Associate Degree

First Year

First Semester

English 101	3
Medical Terminology 213	3
*Shorthand **111/**112	3-4
Typewriting 102	3
Information Processing 221	3
CIS Data Entry 107	1
Total	16-17

Second Semester

English 102	3
Medical Terminology 214	3
*Shorthand **112/**211	3-4
Transcription **122	3
Information Processing 222	3
Professional Development 100	2
Total	17-18

Second Year

First Semester

Religion 101	3
Medical Information Processing 215	3
Mathematics 161 or CIS Intro. toComputers 171	3
*Shorthand **112/**211	3-4
Office Procedures 223	3
Business Machines 105	1
Total	16-17

Second Semester

Religion 102	3
Mathematics 161 or CIS Intro. to Computers 171	3
Typewriting 203	3
Records Management 123	2
Office Procedures 224	3
Business Machines 107	1
Physical Education	1
Total	16

* A student may follow the SHORTHAND PLAN as outlined above or select a *minimum of 12 semester hours* from *at least three* of the following areas: Accounting 141, 142, 240, 243; Computers 172, 271, 272; Speech 210, 211; Economics 251, 252; Business Law 281, 282; Science 101, 102, or 221.

** Enroll concurrently.

A student who decides on the SHORTHAND PLAN and completes either Shorthand 112 or Advanced Dictation 211 as a *first course* will automatically complete Accounting 141 for the Medical Office Systems Management curriculum.

APPROVED ELECTIVES FOR MEDICAL OFFICE SYSTEMS MANAGEMENT: Any English, fine arts, mathematics, religion, science, social science, or business course approved by the adviser.

Clinical Work Experience

Upon completion of the degree requirements as outlined in the Medical Office Systems Management degree program, students may have the option of job placement at one of the college affiliated institutions for purpose of clinical work experience. Students must apply for and be accepted in the clinical work experience program; the final decision in placement is with the college. The length of this program is determined by the particular institution; adequate remuneration is afforded each student on a contractual basis.

A Professional Certification is awarded by the affiliated hospital at the time of satisfactory completion of this phase of the program. Students will be assessed $50 per semester which provides student status, including student insurance coverage. The affiliated instutituions are: Duke University Medical Center, Durham; Louise Obici Memorial Hospital, Suffolk, Va.; Pitt County Memorial Hospital, Greenville; Norfolk General in Norfolk, Va.

One-Year Clerical

Requirements for a One-Year Diploma

First Semester

English 101	3
Mathematics 161	3
Transcription 122, Computers 171, Economics 251 or Approved Elective	3
Accounting 141	4
Business 101 or 102	3
Data Entry 107	1
Total	17

Second Semester

Religion 101	3
Accounting 142 or Computers 171, 172	4-3
Business Machines 106	1
Economics 251 or 252	3
Business Machines 105	1
Typewriting 102 or 203	3
Professional Development 100	2
Total	16-17

APPROVED ELECTIVES FOR ONE-YEAR GENERAL CLERICAL COURSE: Any elective approved by adviser. Courses as prescribed in both one-year programs will fit into the two-year curriculum planning. Consult your adviser for full information.

One-Year Secretarial

Requirements for a One-Year Diploma

First Semester

English 101	3
Transcription 122 or Mathematics 161	3
*Shorthand 112	4
Business 101 or 102	3
Business Machines CIS Data Entry 107	1
Professional Development 100	2
Total	16

Second Semester

Religion 101	3
Transcription 122 or Mathematics 161	3
Advanced Dictation 211	4
Typewriting 102 or 203	3
Accounting 141	4
Business Machines 106	1
Total	18

*Students enrolling in this curriculum must have completed a minimum of one year of shorthand in high school.

APPROVED ELECTIVES FOR ONE YEAR DIPLOMA PROGRAMS: Any elective approved by adviser. Courses as prescribed in both one-year programs will fit into the two-year curriculum planning. Consult adviser for full information.

Department of Graphic Communications

The program offered by the Department of Graphic Communications is recognized as among the finest in the country, and credit for courses completed are accepted by senior colleges and universities.

The department enjoys a reputation for leadership in educating young men and women for opportunities in the printing and publishing industries, as well as photography. This reputation has grown as a result of constant updating of modern facilities and equipment, improving the curricula and maintaining a competent and experienced faculty.

The basic objective of the Department of Graphic Communications is to prepare students for successful careers and/or transfer to senior institutions to pursue the baccalaureate degree. All educational programs of the department are offered with a backdrop of liberal arts.

Entrance Requirements

General requirements of admission to the programs are given in the Academic Program section of this catalog. Other requisites include such things as an interest in graphic communications, a keen and inquiring mind and industrious habits.

The two-year programs are two-fold in that they offer the student an opportunity to prepare for a variety of positions in the printing and publishing industry. In addition, completion of the program earns the student an Associate Degree and prepares him for further study and a degree at a four-year institution.

Printing Technology Program

Although a description of courses in the graphic communications program follows, it is pertinent to present a brief picture of specific opportunities available to students.

Students receive thorough instruction in printing production, including modern newspaper publishing, books, and commercial printing. They undergo intensive study and training of computerized phototypesetting equipment, several types of process cameras, and the various sizes and models of offset presses, including a two-color sheet-fed press and a three-unit web offset press. Students also receive training in the techniques of color separation, stripping and platemaking.

Printing Technology majors become proficient in their skills through participation in the production of all printing for the college, including catalogs, brochures, yearbooks, and the student newspaper and monthly college news- magazine.

Photography Program

The department offers a comprehensive program leading to the Associate Degree in Photography, and is designed to provide a working knowledge of the creative and artistic aspects of the art.

The curriculum is tailored both to the needs of the student planning a career in photography immediately following his two years of study at Chowan, and for the student who plans to pursue the baccalaureate degree at a senior institution.

Typesetting Technology Program

The One-Year program in Typesetting Technology for Printing provides thorough instruction in the operation of computerized phototypesetting machines, as well as computer terminals and editing equipment. Students also receive instruction in modern paste-up techniques for a variety of publications. A Certificate of Proficiency is awarded to those satisfactorily completing the program.

Printing Technology

Requirements for the Associate Degree

The following courses must be completed by all students enrolled in the Associate Degree program in Printing Technology:

English 101, 102	6 semester hours
Religion 101, 102	6 semester hours
Typewriting 101*	3 semester hours
Mathematics 101 or 161	3 semester hours
Business Law 281, 282**	6 semester hours
Physical Education	2 semester hours
Psychology 201	3 semester hours
Electives	6 semester hours

In addition to the basic requirements listed above, the following professional courses must be completed by students majoring in Printing Technology:

Typography 111	4 semester hours
Preparatory Offset 121	4 semester hours
Elementary Presswork 131	4 semester hours
Introduction to Graphic Arts 101	3 semester hours
Typography 213	4 semester hours
Advanced Preparatory Offset 223	4 semester hours
Advanced Offset Methods 233	4 semester hours

*An elective may be substituted if the student has credit for one year of typing in high school.
**An approved elective may be substituted for Business Law 282 with approval of adviser or Department Chairman.

Typesetting Technology

A CERTIFICATE of Proficiency is awarded to students who successfully complete a one-year Typesetting Technology Program.

First Semester

Religion 101	3
English 101	3
Typesetting Technology 166	3
Approved Electives	6
Total	15

Second Semester

Religion 102	3
English 102	3
Typesetting Technology 167	3
Intro. to Graphic Arts 101	3
Approved Elective	3
Total	15

Photography

Requirements for the Associate Degree

First Year

First Semester

Photography 101	4
English 101	3
Religion 101	3
Western Civ. 101	3
Math 101 or 103	3
Physical Education	1
Total	17

Second Semester

Photography 102	4
English 102	3
Religion 102	3
Western Civ. 102	3
Math 102 or 105*	3
Physical Education	1
Total	17

Second Year

First Semester

Photography 201	4
Photography 204	3
Psychology 201	3
Electives	6
Total	16

Second Semester

Photography 202	4
Photography 205	3
Sociology 205 or Economics 251	3
Electives	6
Total	16

*Sequence of mathematics is required.
*Elective courses must be selected from Departmental listing of approved courses.

ROWAN COLLEGE

Courses of Instruction

Course Numbers

Credit courses in the college degree programs are numbered 100 to 299.

Chowan College reserves the right to change its course offerings upon proper notice.

Department of Business

Mrs. Dorothy A. Wallace
Acting Chairman

Business Administration and Economics

141 Principles of Accounting — 4 semester hours

A first course in accounting principles and procedures. Emphasis is on analyzing, recording, and reporting business transactions for proprietorships and corporations. Topics studied include special books of original entry, working papers, financial statements, selected asset and liability accounts, and accounting applications. Six hours per week.

142 Principles of Accounting — 4 semester hours

Accounting 142 is a continuation of Accounting 141. Emphasis is on the accounts of partnerships and corporations, internal and external reports, manufacturing operations, and the decision-making process. Six hours per week.

PREREQUISITE: Accounting 141 or equivalent.

161 Mathematics of Finance — 3 semester hours

Comprehensive treatment of financial problems arising in modern living as related to mathematics of finance: simple interest, bank discount, compound interest, annuities, amortizations and sinking funds; accounting mathematics: asset depreciation and captial budgeting, bond and stock evaluations, life annuities and life insurance; retail mathematics: commercial discounts, markup and markdown.

240 Managerial Accounting — 3 semester hours

An intermediate course in accounting in preparation, analysis, and interpretation of accounting and financial data for decision making.

PREREQUISITE: Accounting 141-142.

243 Income Tax Accounting — 3 semester hours

An introduction to taxation with emphasis on income concepts, tax accounting methods, exclusions, deductions, credits, prepayments, business income, investment tax credit, capital gains and losses, income averaging, and the tax planning process. Lecture and laboratory.

PREREQUISITE: Accounting 141.

COREQUISITE: Accounting 142.

249 A, B, C Independent Study in Accounting — 1 sem. hour each
PREREQUISITE: College credit in accounting with a grade of "C" or better and permission of instructor.

251 Principles of Economics — 3 semester hours
Economics 251 involves macroeconomics. The objective of the course is to introduce the student to the principles essential to an understanding of fundamental economic problems and the policy alternatives society may utilize to contend with these problems.

252 Principles of Economics — 3 semester hours
Economics 252 is from the microeconomics approach. Specific economic units are examined and a detailed consideration of the behavior of these individual units is made.

261 Management — 3 semester hours
An analysis of underlying theory and principles of business organization and management. Administrative functions of planning, organizing, directing, and controlling organizational activity are studied with the practical application of theory to actual business situations.

281 Business Law — 3 semester hours
An introduction to the American legal system as it relates to business with emphasis on professional liability, contracts, sales, commercial paper, the Uniform Commercial Code, and debtor-creditor relations.

282 Business Law — 3 semester hours
A continuation of Business Law 281 with emphasis on the law of agency, business organizations, franchising, government regulations, property, wills, estates, and trusts.

Computer Information Systems

107 CIS—Data Entry — 1 semester hour
Designed to introduce the student to a computer system, hardware, software, and computer terminology. On-hand experience is gained using microcomputers with disk drives. Main purpose of course is to prepare students for entry-level positions in the area of data entry in a computer system. One hour per week and laboratory.
PREREQUISITES: Business 101 or equivalent (no exceptions).

171 CIS—Introduction to Computers — 3 semester hours
An introduction to computers and the understanding of what a computer is, how a computer functions, how a computer is controlled and how a computer is applied to the solution of business and related problems in a modern society. Structured design and structured programming are emphasized. Three class hours per week and laboratory.

172 CIS—Computer Programming—BASIC — 3 semester hours
The second course in the BASIC Language continuing programming concepts and techniques. A strong emphasis is placed on the proper design of a computer program using structured programming concepts and techniques. Proper documentation is emphasized. Upon completion of the course, the student should possess the ability to write well-designed and well-coded BASIC programs. Three class hours per week and laboratory.
PREREQUISITES: CIS 171, or equivalent, and Bus. 101, or equivalent.

271 CIS—Computer Programming—COBOL I — 3 semester hours
A fundamental course in COBOL programming. The COBOL Language, structure, statements, and programming methods and techniques are studied. The student develops program logic and writes programs to solve business problems, such as accounting, cost, sales analysis reports, etc. Three class hours per week and laboratory.
PREREQUISITES: CIS 171 and 172, or equivalent.

272 CIS—Computer Programming—COBOL II — 3 semester hours

A continuation of COBOL I involving the more complex features of COBOL. Efficient programming and debugging techniques are stressed. Business and industrial application programs will be written, such as inventory, budgetary control, financial statements, etc. Three class hours per week and laboratory.
PREREQUISITE: CIS 271

273 CIS—Computer Programming — Business FORTRAN — 2 semester hours

Business FORTRAN is studied in its relation to commercial applications. Students learn the language and structure of FORTRAN programming for business applications. Three class hours per week and laboratory.
COREQUISITE: CIS 272

276 CIS—Systems Analysis and Design — 2 semester hours

Study of practical problems encountered by computerization of a business in its endeavor to provide information for management. Emphases involve case studies in information gathering, data analysis, forms design, file organization, distribution, and management information for an understanding of the overall functions in the computer center. Assignments involve researching, analyzing, organizing, documenting, and presenting findings. Three class hours per week and laboratory.
COREQUISITE: CIS 271 and permission of the instuctor.

278 CIS—Computer Programming Applications — 3 semester hours

Case studies, problems, and audit trails are introduced to assist in learning proper programming techniques. Individual assignments of a selected project will be written to solve a common business or commerical application. The responsbility is with the student to solve and to write programs. Three class hours per week and laboratory.
PREREQUISITES: Accounting 142 and CIS 271.

Independent Study

279 A, B CIS—BASIC Computer Programming — 1-2 semester hours each.

289 A, B CIS—COBOL Computer Programming — 1-2 semester hours each.

Merchandise Management

151 Retail Merchandising — 3 semester hours

Principles and practices in retail store management; buying, receiving, pricing, and selling; sales campaigns; inventory and stock control; customer relations; and personnel management.

152 Visual Merchandising and Sales Promotion — 3 semester hours

A course in techniques and theory of display in relation to retailing--sales promotion. Classroom displays, display construction, and use of equipment are emphasized. The analysis and practices of all phases of sales promotion and advertising are included.

153 History of Apparel, Color, and Design — 3 semester hours

A study of apparel throughout history, the causes and effects of changing trends, color variations and combinations, as well as details of design and line.

154 Textiles and Non-Textiles — 3 semester hours

A study of the raw materials, yarn and fabric construction and finishes used in the manufacture of apparel and home-furnishing goods, as well as materials, construction and

function of various types of consumer goods--silverware, chinaware, glassware, leather goods, furniture and others. Quality standards and government regulations are discussed.

262 Marketing — 3 semester hours

Salesmanship, communications, records and credit, personnel management, human relations, means and methods of marketing, and trends in the marketing function. Includes total understanding of flow and marketing of goods from production to consumption. Classroom instruction is related to job experience with special attention to problems encountered.

Office Systems Management

100 Professional Development — 2 semester hours

A course designed to aid the career-minded individual to realize his or her potential in the areas of grooming, personality, public speaking, leadership, salesmanship, and social and professional development.

Required of all Merchandise Management and Office Systems Management majors and optional for all students.

This course may fulfill requirement for one semester of physical education.

Three hours per week.

101 Keyboarding for Information Processing — 3 semester hours

Designed to teach basic "touch" keyboarding skills to students entering a variety of fields, such as computer science, data processing, accounting, or any occupation that utilizes a keyboard similar to the typewriter for input information. Adaptable for business and personal use.

102 Intermediate Typewriting — 3 semester hours

Emphasis is on speed and accuracy; the Cortez Peters' championship typewriting program is taught in the first half of the semester. The student completes production units on business letters, business reports, tabulation and statistical copy, and executive communications (speeches, minutes, notices, programs, etc.) in the second half.

105 Business Machines: Electronic Calculation — 1 semester hour

An introduction to the use of the electronic calculator as a tool for problem solving. Students learn to solve typical business consumer problems. Emphasis is on touch control and accuracy. Open to all students. Lecture and laboratory.

106 Business Machines: Reprographics — 1 semester hour

A basic skill of operation, together with techniques, is developed in the use of the fluid duplicating, mimeograph, and offset processes. Lecture and laboratory.

PREREQUISITE: Business 102 or equivalent.

111 Elementary Shorthand — 4 semester hours

Comprehensive coverage of Gregg shorthand principles to develop skill in the reading and writing of shorthand notes. A minimum dictation speed of 50 words per minute for three minutes on previewed new material, with 95 percent accuracy is attempted by the end of the semester. Six hours per week.

PREREQUISITE: Business 101 or currently enrolled.

112 Intermediate Shorthand — 4 semester hours

Intensive speed building with a review of shorthand theory and emphasis on producing mailable transcripts from dictation. At the end of the second semester, a minimum dictation speed of 70 words per minute for three minutes on unpreviewed material with 95 percent transcription accuracy must be achieved for a grade of "C". Six hours per week.

PREREQUISITE: Shorthand 111 with a grade of "C" or better or equivalent.

122 Elements of Transcription — 3 semester hours

Designed to teach transcription skills as they apply to the typewritten production of business documents. Studies are correlated with *The Gregg Reference Manual.* Application

of punctuation, number usage, word choice, spelling, proofreading, and use of reference sources as they relate to the business world are emphasized. In addition, a condensed unit on filing is taught.

123 Records Management —2 semester hours

Records Management deals with developing skills in the fundamentals of records control and knowledge in (1) the mechanized and electronic phases of the art and (2) the manual operations which include the study and procedures for the systems of alphabetic, numeric, geographic, and subject filing. Two hours per week.

201 A Executive Communications — 3 semester hours

Development in operational techniques of machine transcription with emphasis on grammar, punctuation, spelling, and correct English usage to maximize language skills. Includes application of generally accepted formats for business letters, memoranda, and reports. Six hours per week.

201 B Legal Communications — 3 semester hours

Designed to afford the student an intensive overview of the mechanics of machine transcription, with special emphasis on production and perfect copy for all types of legal documents, legal letters, and report writing. Six hours per week.

202 Business Communications — 3 semester hours

Development of skills in reading and composition, in listening and using audio tapes, with emphasis on the most used types of business letters and reports. Emphasis is placed also on human relations as well as the underlying psychology of effective business letter writing.

203 Advanced Typewriting — 3 semester hours

High level skill is developed in general and specialized areas. Accuracy and speed are emphasized.

PREREQUISITE: Business 102 or equivalent.

211 Advanced Dictation — 4 semester hours

Major emphasis is on the transcription of mailable letters from dictation at speeds varying from 60 to 110 words per minute. Attention is also given to speed building. A minimum dictation speed of 90 words per minute for three minutes on unpreviewed material, with 95 percent transcription accuracy, must be achieved for a grade of "C" on speed. Other areas of study include punctuation, spelling, and a review of shorthand theory. Six hours per week.

PREREQUISITE: Intermediate Shorthand 112 or equivalent.

213 Introduction to Medical Terminology and Transcription — 3 semester hours

Beginning course designed to acquaint the student with the purposes of medical terminology and to build a basic foundation of medical vocabulary through the introduction of machine transcription of medical case histories and physcial examinations covering various medical specialties. Integrated with this is a comprehensive coverage of medical prefixes, suffixes, and word stems, and classifications of medical operations. Six hours per week.

214 Intermediate Medical Terminology and Transcription — 3 semester hours

Major emphasis is on developing further proficiency and fluency in medical terminology through the machine transcription of discharge summaries, death summaries, and consultations. A superficial study of the anatomical structures and physiological functions of all the systems of the human body, as well as the diseases that affect each system, is completed and related to medical transcription subject matter. Six hours per week.

215 Medical Information Processing — 3 semester hours each

Integration of medical vocabulary covering all medical specialties and refinement of medical secretarial skills to prepare the student for high-level performance in machine transcription. Emphasis is on excellence in the transcription of operative notes and reports, as well as all types of medical documents, completion of a variety of medical forms and

reports, and professional medical office systems procedures. Six hours per week.

216-217 Clinical Work Experience — No Credit

Clinical experiences in these courses are designed to aid the student in developing overall concepts involved in actual on-the-job performances in activities associated with records in hospitals and doctors' offices. Throughout this experience, the student observes and actually works in designated departments within a hospital complex under the direct supervision of a Registered Medical Record Administrator.

221 Principles of Information Processing — 3 semester hours

Fundamentals of word processing is the major emphasis. This introductory course familiarizes students with the historical development as well as the state of the art in office automation. In addition to word processing, units included are data processing, hardware and software, ergonomics, careers and future directions.

Laboratory work includes hands-on experience where students are guided through a series of activities that teach basic word processing functions on the microcomputer using word processing software.

222 Information Processing Applications — 3 semester hours

Emphasizes advanced document preparation techniques and use of features available with modern word processing software. Presentation level is performance based, hands-on in nature. Practice material deals with general business applications as well as material in the specialized fields, such as medicine, law, accounting, insurance, education and government.

Lessons provide practice in electronic keyboarding skills, i.e., hyphenation, reformatting, merging functions, creating headers and footers, global search and replace, preparing mailing list, copying, moving and various blocking functions. Also included are specialized applications using a data base management program.

PREREQUISITE: Business 221

223 Office Procedures — 3 semester hours

A study of the principles of modern administrative practices and techniques. It is designed with special emphasis on information processing procedures and management responsibilities in the following areas: human relations in business, organizing work and managing time, business and legal reports, communication services including dictating business correspondence, travel and conference arrangements, and accounting services and procedures. This course prepares the student for *high-level administrative performance.*

224 Office Procedures II — 3 semester hours

An advanced model office simulation designed to refine and integrate office skills and procedures. Affords students the opportunity to interact with one another in a realistic business setting as they rotate through a variety of responsible office positions. Students learn to develop the decision making, organizational, and the human relations skills essential to a successful career.

Department of Fine Arts

Dr. James M. Chamblee
Chairman

Division of Art

Mr. David W. Parker, Head

The Division of Art offers training in several fields of art which enable the student to continue his study at the junior level in most college and university art departments, as well as professional art schools. The student can place emphasis in one of the following areas:

1. Creative studio work
2. Art history
3. Commercial art

161 Art Appreciation — 3 semester hours
A selective study of the major periods in the history of Art. Emphasis is placed on helping the student to recognize and understand the major objectives and techniques which are characteristic of periods and outstanding artists and their influence on current trends and developments in Art. Supplemented by color slides and individual research.

171 Color and Design — 3 semester hours
An introduction to the fundamental principles of design and color theory.

101 Fundamentals of Drawing — 3 semester hours
Instruction and practice in the basic skills and techniques of drawing and composition. Various media such as pencil, charcoal, ink, collage, etc., are used. A terminology unique to art is used in an active dialogue both individually and as a group activity.

102 Figure Drawing — 3 semester hours
An introduction to rendering and understanding the human figure with various media.

151 Ceramics — 3 semester hours
An introduction to handbuilding techniques and throwing simple forms on the wheel. Pieces are either stoneware or sawdust fired. Assignments range in content from traditional pottery to abstract sculpture.

Ceramics 152 — 3 semester hours
An advanced course in ceramics to develop skills and artistic expression in one or more methods covered in the beginning course. Content includes glaze chemistry and kiln firing with a special emphasis on Raku firing.

181 Lettering Design — 3 semester hours
An introduction to basic letter forms and lettering techniques.

191 Printmaking — 3 semester hours
Instruction and practice in the various printing processes.

201 Painting — 3 semester hours
Instruction and practice in the basic media and techniques of painting. Emphasis is placed on composition and color usage. Critical awareness is developed with periodic seminar- critique activities.

202 Painting — 3 semester hours

Continuation of Painting 201 with emphasis placed on advanced painting problems which involve experimentation with color, composition, and the human figure. The development of creativity and individual style are of prime importance.

211-212 Art History Survey — 3 semester hours each

Painting, sculpture, architecture, and the minor arts are traced from prehistoric up to and including the present day. Augmented by color slides, research projects, seminars, and field trips.

261-262 Advertising Design — 3 semester hours each

A comprehensive introduction that begins with the various techniques of layout and carries through to the preparation of the final art for the printer.

271 Illustration — 3 semester hours

An applied study of the various techniques of story, commerical, and fashion illustration.

291-292 Art Problems — 1-3 semester hours each

A specialized course of individual study in any chosen studio area. May be repeated as Art Problems 292 when further study is desired.

Daniel School of Music

Dr. James M. Chamblee, Head

The courses in music are designed to serve three purposes:

1. To provide thorough training in the practice, literature, theory, and history of music for the student who wishes to concentrate on music in the liberal arts curriculum leading to the associate degree.

2. To provide a solid foundation for the student who elects music as his major subject in the curriculum leading to the A.B. and B.M. degrees.

3. To provide students in other departments with elective courses in music designed to increase knowledge of religious music and to add cultural value and enjoyment to the general liberal arts program.

101-102 Notation, Sight-singing, and Diction — 1 semester hour each

Introductory course, intended to provide a basic knowledge of the common terminology of music, rhythms, intervals, and scales. Required of all music majors. Two laboratory hours per week.

151-152 Harmony — 3 semester hours each

A beginning course in the elements of musical composition, including triads, inversions, seventh chords, nonharmonic tones, elementary modulation, keyboard harmony, and short composition.

PREREQUISITE OR COREQUISITE: Music 101-102.

161 Music Appreciation — 3 semester hours

An introduction to musical understanding, emphasizing elements, styles, and forms. Integrated with the other arts and the humanities in general. Lectures, research, recordings, and concerts.

171-172 Introduction to Music Literature — 2 semester hours each

A course for the music major designed to acquaint him with representative examples of the types, form, and styles of music with which he will have experience during his lifetime. Emphasis is placed on good listening techniques. Required of all music majors.

201-202 Notation, Sight-singing, and Diction — 1 semester hour each

Continuation of Music 101-102, with work in clef-reading, rhythms, intervals, chords, and melodies, utilizing exercises from musical literature. Required of all music majors. Two laboratory hours per week.

PREREQUISITE: Music 101-102.

221 Brass Methods — 1 semester hour

A study of brass instruments to acquaint students with basic techniques and pedagogical principles.

222 Woodwind Methods — 1 semester hour

A study of woodwind instruments to acquaint students with basic techniques and pedagogical principles.

251-252 Advanced Harmony — 3 semester hours each

A continuation of Music 151-152, including chromatic harmony, advanced modulation, advanced keyboard harmony, and larger compositions. Required of all music majors.

PREREQUISITES: Music 101-102, 151-152.

COREQUISITES: Music 201-202.

Applied Music

The following courses in applied music are open to any student in the college. Work in applied music is regarded not merely as technical training in performance, but also as a study of the standard literature. Credit in applied music is given on the basis of (1) the stage of development and (2) the number of lessons per week. The general prerequisite for credit in applied music is a basic knowledge of the instrument to be studied.

All students taking applied music for credit are required to attend weekly student workshop-recitals and college sponsored concerts. Music majors must also participate in a musical organization and take part in prescribed concerts. A minor in piano is required of all music majors not having piano as their major.

100 Workshop/Recital — No credit
One laboratory hour per week. Attendance is required of all students taking applied music.

110 Beginning Instruction — 1 semester hour
Beginning instructin in voice, piano or band instruments. This course is designed for the student who has had no prior training on the instrument to be studied. One lesson and four practice hours per week. (May be taught as a class or private lesson)

111-112 First Year — 1 or 2 semester hours each
One or two half-hour lessons per week and six or twelve practice hours per week, respectively. (Prerequisite: Music 110, prior study or permission of instructor)
211-212 Second-Year — 1 or 2 semester hours each
One or two half-hour lessons per week and six or twelve practice hours per week, respectively.(Prerequisite: Music 111-112)
213-214 Advanced Study — 1 or 2 semester hours
One or two half-hour lessons per week and six or twelve practice hours per week, respectively.(Prerequisite: Music 211-212)

NOTE: The same course numbers are used for all instruments studied. The specific instrument is indicated by the following abbreviations placed after the course number:
Voice - Vc
Piano - Pn
Organ - Or
Woodwind - Ww
Brass - Br

(Example - 110 Vc = beginning instruction in voice;
110 Pn = beginning instruction in piano.)

Ensembles

191 College Choir — 1 semester hour
Membership is open to any college student. Performances include fall, Christmas, and spring concerts, as well as numerous other on-campus engagements throughout the year. Three rehearsal hours per week. May be repeated for credit.

191T Touring Choir — 2 semester hours
Membership selected from the College Choir by the director. Performs various off- campus programs throughout the year, including an extensive tour in the spring. Four rehearsal hours per week. May be repeated for credit.

103 Stage Band — 1 semester hour
Open to all qualified instrumentalists on the campus. Three hours per week. May be repeated for credit.

104 Concert Band — 1 semester hour
Open to all qualified instrumentalists on campus. Two rehearsal hours per week. May be repeated for credit. Offered only if membership is sufficient.

181 College Orchestra — 1 semester hour

Open to all students with the permission of the director. Offered only if membership is sufficient. May be repeated for credit. One two-hour rehearsal per week.

Community Chorus — No credit

Open to all students and community persons. No audition required. Performs twice a year accompanied by orchestra. Participation is *required* of all students taking voice for credit. One rehearsal per week.

Other ensembles (no credit) are organized, from time to time for student participation.

Department of Graphic Communications

Mr. Herman W. Gatewood
Chairman

Printing Technology Courses

166-167 Typesetting Technology — 3 semester hours each

A study of the operation of the paper tape perforators, machines similar to typewriters which are used to punch perforated paper tape to automatically operate photocomposition machines and the operation of computer "front end" terminals. Courses include orientation to the printing industry; practice in keyboard techniques; and typesetting for various compositions. Course also includes instruction in the mechanical operation of photocomposition machines, editing terminals, and in various "pasteup" methods. Four hours lecture and laboratory per week.

PREREQUISITE: Typing 101

107-108 Publications Workshop — 1 semester hour each

A course to provide instruction in the production of college publications, with emphasis on the yearbook and/or student newspaper. Classroom and laboratory experiences cover photography, layout, design, copy preparation, and editing. Enrollment limited to twenty (20) students.

PREREQUISITE: Permission of the instructor and/or departmental chairman.

207-208 Advanced Publication Workshop — 1 semester hour each

A continuation of 107 and 108 Publications Workshop to provide additional experience in the production of campus publications. Instruction is also given in editorship responsibilities.

PREREQUISITE: Publications Workshop 107, 108

101 Introduction to Graphic Arts — 3 semester hours

A survey of the history of printing from Gutenburg to the present, and a study of the various printing processes, including letterpress and offset. Instruction is also provided in basic cost estimating and copyfitting.

111 Principles of Typography — 4 semester hours

A review of the history of printing and basic fundamentals of graphic arts. Course includes instruction in printers' mathematics, elements in operation of photocomposition machines, both manual and automated, to set display and body type for various printing forms. Laboratory projects cover the assembling of various forms for newspaper production and commercial printing. Two hours lecture and three hours of laboratory per week.

121 Introductory Preparatory Offset — 4 semester hours

The study of techniques used in the prepress area of offset printing. Special emphasis is placed on darkroom techniques in reproduction photography to include basic line and halftone photography, contact printing and proofing. Detailed instruction is given on offset plates and platemaking equipment and processes.

131 Elementary Presswork — 4 semester hours

Basic fundamentals are stressed in the operation of hand-fed, automatic platen presses and duplicator presses. Laboratory experiences include make-ready methods and procedures, imposition, lockup, color printing, and the care and maintenance of equipment. A study is made of inks, papers, and chemicals used in offset printing. Also a study is made of common pressroom problems.

213 Advanced Typography — 4 semester hours

Development and practice of efficient procedures in producing layouts for newspaper advertisements, commercial forms, book work, with a continuation of 111 to provide additional experience in photocomposition. Laboratory periods include preparation of working layouts and composition of various forms for printing by offset methods. Two hours lecture and three hours of laboratory per week.

PREREQUISITE: Principles of Typography 111.

223 Advanced Preparatory Offset — 4 semester hours

The course is the study of color theory in both indirect and direct methods of color separation. Emphasis is placed on advanced halftone techniques, special effects, duotones, flat color, and separating techniques. Detailed study is given to color proofing, stripping, registering, and platemaking.

PREREQUISITE: Introductory Preparatory Offset 121.

233 Offset Methods — 4 semester hours

This course consists of theory; practice and problems of offset printing. Pressroom efficiency, with emphasis on one and two color sheet-fed and web offset presses. Special problems which are encountered in the maintenance and operation of the sheet-fed and web offset presses, producing two, three and four color printing, are an integral part of the course.

PREREQUISITE: Elementary Presswork 131.

Photography

101 Basic Photography — 4 semester hours

A beginning course in practical photography with emphasis on craftsmanship, theory and visual communication, including laboratory experience. Thorough instruction in the operation of cameras and the processing and printing of black and white pictures.

102 Photographic Materials and Processes — 4 semester hours

An in-depth study of the materials and processes used in black and white photography. Standardization of processes and technique is stressed through study of sensitometry, various methods of development, and the many methods of exposure including the "zone system." Use of filters, basic lighting and design are also covered. Current practices of news photography and photojournalism are emphasized.

PREREQUISITE: Photography 101

201 Color Photography — 4 semester hours

A comprehensive study of color theory, color vision, color reversal and negative materials, and methods of processing. Proper exposure in regard to light quality and quantity will be stressed.

PREREQUISITE: Photography 102

202 Color Photography — 4 semester hours

A study of color theory as applied to producing color images on paper using both the subtractive and additive processes. The production of quality color prints through accurate color analysis is stressed. The latter part of the course will cover various special processes and derivations.

204 Commercial Photography — 3 semester hours

A study of the many aspects of commercial photography including extensive practical experience in many areas such as fashion, product, food and industrial photography. Thorough instruction in studio lighting, use of props and models, and use of the view camera.

205 Portraiture — 3 semester hours

A study of the types and variations of studio lighting and the techniques for photographing many types of portrait subjects including brides, men, women, children and pets. Much time will be spent in actual "on the job" situations.

206 Photography Workshop — 3 semester hours

An elective course involving independent study and research. Student will produce an extensive portifolio of black and white prints, color prints, and color transparencies. Research and experimentation in the photographic process is stressed. Offered during summer session only.

PREREQUISITE: Photography 101, 102, 201, 204.

Department of Health and Physical Education

Mr. Daniel Surface
Chairman

The Department of Health and Physical Education offers a curriculum to promote the total fitness of all students. The physical, mental, emotional, social, and spiritual growth of the individual is stressed. Students should acquire carry-over skills and habits which will enable them to live a healthy and active life. The aim is toward lifetime physical activity.

All students are required to elect a minimum of two semester hours of activity courses. Nonswimmers are urged to take beginning swimming. All Physical Education students are expected to wear regulation uniforms which may be purchased in the college bookstore. Physical Education credit is given for varsity sports participation. All physical education courses are co-educational.

Professional courses are offered for students enrolled in either the Pre-Health and Physical Education Curriculum or the Pre-Sports Medicine Curriculum.

Activity Courses

118 Beginning Modern Dance — 1 semester hour

This course is designed to teach body conditioning, fundamental dance movement, and basic concepts of dance composition. Recommended for anyone interested in stage movement, fitness, or dance appreciation. Two hours per week.

119 Intermediate Modern Dance — 1 semester hour

This course is a more extensive study in body movement, body conditioning and dance composition. Improvisation and creativity are stressed. Two hours per week.

PREREQUISITE: Physical Education 118 or permission of the instructor.

218 Jazz III and Bravettes — 1 semester hour

This course is an advanced study in body movement, body conditioning, and dance composition. It is a jazz class and a performance group involving the Bravette Squad. This course can only be taken once for credit. It can be repeated for non-credit.

PREREQUISITE: Physical Education 118 or permission of the instructor.

120 Cheerleading — 1 semester hour

This course includes crowd management techniques, composition, and creation of cheers, planning effective pep rallys, stunts and tumbling techniques, and development of knowledge in sports to determine the correct use of cheers. May be repeated for credit. Two hours per week.

121 Beginning Swimming — 1 semester hour

A beginners course in swimming, which teaches elementary water activities, and starts teaching the basic strokes with particular emphasis on the "American Crawl." Two hours per week.

122 Intermediate Swimming — 1 semester hour

This course is offered for students who have passed the Beginning Swimming course or its equivalent. Emphasis is placed on improving the mechanics and strength of the four basic strokes (American crawl, elementary backstroke, backstroke, side stroke) and other water skills such as treading water, etc. Two hours per week.

258 Advanced Swimming — 1 semester hour
Physical Education 122 or its equivalent is a prerequisite for this course. This course is sanctioned by "The American Red Cross" and a Senior Lifesaving credit is received upon the successful completion of it. Two hours per week.

123 Beginning Tennis — 1 semester hour
A beginners course designed to teach basic rules and skills of the game. Two hours per week.

124 Advanced Tennis — 1 semester hour
This course provides the student the opportunity to further his skills in tennis with emphasis on the strategy of singles and doubles. Physical Education 123 or its equivalent is a prerequisite. Two hours per week.

125 Softball and Volleyball — 1 semester hour
This course provides the opportunity for students to enhance their skills and knowledge of these team sports through instruction and participation. Two hours per week.

126 Beginning Weight Training — 1 semester hour
Introduction to the values, techniques, and safety of weight training. Instruction in a variety of lifts with circuit lifting being emphasized as a developmental and maintenance program for the body muscles. Two hours per week.

127 Advanced Weight Training — 1 semester hour
This course is designed to provide the student further opportunity in weight training. Different weight training programs will be emphasized for developmental work of body muscles. Physical Education 126 or its equivalent is a prerequisite for this course. Two hours per week.

128 Tumbling and Apparatus 1 semester hour
This course provides the opportunity for students to enhance their skills and knowledge of these activities through instruction and participation. Two hours per week.

129 Basketball — 1 semester hour

This course provides the opportunity for students to enhance their skills and knowledge of basketball through instruction and participation. Two hours per week.

130 Baitcasting — 1 semester hour

A beginning course designed to introduce a variety of fishing techniques and equipment. Two hours per week.

Varsity Sports Participation — 1 semester hour.
Two hours per week.

131 Football
132 Basketball (Men and Women)
133 Baseball
134 Volleyball
135 Wrestling
136 Tennis
137 Track
138 Golf
139 Softball

Varsity sports participation for the 2nd year would be 200 level courses in the above sports. (231, 232, 233, 234, 235, 236, 237, 238, 239)

140 Racquetball — 1 semester hour

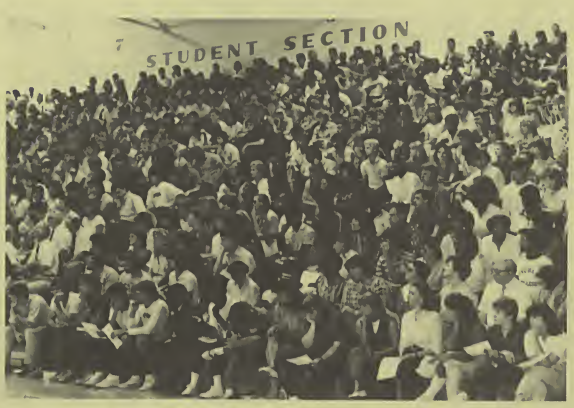
This course is an introduction to the rules and skills of racquetball with emphasis on the strategy of singles and doubles. Two hours per week.

141 Advanced Racquetball — 1 semester hour

This course provides further emphasis on the strategy of singles and doubles. Two hours per week.

142 Badminton — 1 semester hour

This course is an introduction to the rules and skills of Badminton with emphasis on the strategy of singles and doubles. Two hours per week.



143 Physical Fitness — 1 semester hour

This course is designed to provide knowledge and experiences in exercise, running, jumping, and agility activities as related to muscular strength, endurance, coordination, cardiorespiratory fitness and weight control. Two hours per week.

144 Golf — 1 semester hour

This course is an introduction to the etiquette, rules, equipment, skills and strategy of the game. Two hours per week.

Professional Courses

101 Health — 3 semester hours

A course designed to give a general knowledge of the body that will result in a quality life. Personal health problems are emphasized. Mental, physical and social factors influencing health are studied. Three hours per week.

102 First Aid and Safety — 3 semester hours

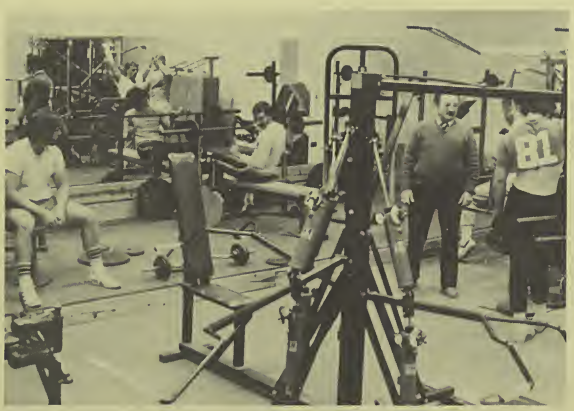
A basic course designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. Students who successfully complete the course will be issued The American Red Cross Standard Certificate. Health 101 or its equivalent is prerequisite to the course. Three hours per week. Offered only in the spring semester.

103 Sports Officiating — Football/Volleyball — 3 semester hours

Rules, techniques, and procedures for officiating in athletics will be provided. The course will involve the observation and participation in the officiating of games. Two hours of lecture and one laboratory (officiate two games) per week. Offered only in the fall semester.

104 Officiating — Basketball/Softball — 3 semester hours

Rules, techniques, and procedures for officiating in athletics will be provided. The course will involve observation and participation in the officiating of games. The course is designed for the official and sports spectator. Two hours of lecture and one laboratory (officiate two games) per week. Offered only in the spring semester.



Department of Language and Literature

Dr. G. Kenneth Wolfskill
Chairman
Division of English
Dr. G. Kenneth Wolfskill, Head

001 Reading — No credit

Reading 001 is designed to raise the reading level of students with low scores on a reading test. Such students are required to take the course.

002 English — No credit

English 002 is a course intended to help students attain the competence necessary for success in English 101 and subsequent courses. The course consists of closely supervised training for the student in coherent sentence structure, development of paragraphs and short compositions.

101 Composition — 3 semester hours

A course in expository writing, this course is designed primarily to train the student in the writing skills necessary to do competent academic work on the college level. Primary emphasis is given to the various ways of developing the expository theme. Readings in non-fiction prose are employed as aids in writing themes.

101 English As A Foreign Language — 3 semester hours

This course for students who do not have English as their native tongue has the same purposes and general nature as 101 Composition. Its approach differs from 101 Composition in focusing on more fundamental aspects of idiom and grammar while emphasizing ways of developing expository writing skills.

102 Composition and Introduction to Literature — 3 semester hours

English 102 is a genre-studies course, concentrating on form and meaning in the literary modes, poetry, drama, and fiction. Writing is emphasized as in 101, but it is aimed specifically at the interpretation of literature. The course also introduces research skills.

PREREQUISITE: English 101

102 Honors Enlish — 3 semester hours

This course has the same objectives and materials as English 102; it is an introduction to literature, and it emphasizes writing skills and literary analysis. Enrollment is limited to students recommended by members of the English faculty and having a B average on all work attempted.

201 English Literature to 1700 — 3 semester hours

A survey of major British writers from the Anglo-Saxon period through the 17th century. See note below.

PREREQUISITES: English 101 and 102

202 English Literature Since 1700 — 3 semester hours

A survey of major British writers from 1700 to the present day. See note below.

PREREQUISITES: English 101 and 102

203 American Literature through Whitman — 3 semester hours

A survey of American authors from the colonial period through Transcendentalism and Walt Whitman. See note below.

PREREQUISITES: English 101 and 102

204 American Literature since Whitman — 3 semester hours

A survey of American authors from the beginnings of Realism to the present day. See note below.

PREREQUISITES: English 101 and 102

Note: In most curricula, a student may choose either sequence (English 201-202 or English 203-204) to fulfill the English requirements for his sophomore year. He must, however, complete one sequence to qualify for the associate degree. The only exemptions are those curricula requiring only 3 hours of English beyond the Freshman level.

289 Honors English — 3 semester hours

This is a special topics course: The topic may be different each semester that the course is offered, and will concern a particular theme, genre, era, or author that the English Department feels is appropriate to broadening a student's experience in literature. Enrollment is limited to students with a B average on all work attempted.

English 151-152 Creative Writing — 1 semester hour

This course concerns the writing of short stories, personal sketches, and poetry. Students are encouraged to read their works during the class sessions, and assistance is given in the marketing of acceptable material.

210 Speech — Voice and Diction — 3 semester hours

This course is designed to assist the student in developing a pleasing and effective voice, and in improving his articulation. Attention is given to phonetics.

PREREQUISITES: English 101 and 102.

211 Speech — Public Speaking — 3 semester hours

This course in the elements of effective speaking is designed to develop skill in extemporaneous speaking. It stresses the preparation, organization, and delivery of various types of speeches in a variety of speech situations.

107 Drama Workshop — 1 semester hour

This course involves supervised individual projects in play performances. The course may be repeated for credit.

161 Drama Appreciation — 3 semester hours

This course involves a study of the development of drama, play analysis, types of theatrical production, acting theories and exercises, and a comparison of the stage with other forms of dramatic media.

Division of Foreign Languages

Dr. Carl L. Garrott, Head

Basic and intermediate courses are taught in French and Spanish.

Placement: Students with one or more years of high school Spanish or French should confer with the appropriate instructor in order to determine what course in language to take at Chowan. If a student has taken one or more years of language in high school but still feels his background is inadequate, he may elect to begin with the basic first year college sequence and will receive full credit at this institution. Students with three or four years of high school language may be able to satisfy language requirements without further language study at Chowan. Transfer students with college credit already earned in Spanish or French should continue with the next highest language course offered here until the requirements of their curriculum are met.

Credit: All courses in the department carry three hours of academic credit. Spanish and French 101, 102, 201, and 202 meet three times a week.

Requirements: The following programs of study require foreign language for graduation from Chowan College: Liberal Arts, Pre-Ministerial, Pre-Law, Pre-Psychology/Sociology, History, English, and Pre-Journalism. Students in other areas may need to take foreign language unless they are certain that it is not required at the senior institution to which they plan to transfer.

Courses numbered 101 and 201 are offered only in the fall. Those numbered 102 and 202 are offered in the spring.

French

101-102 Elementary French — 3 semester hours each

For those with no previous study of the language. Fundamentals of grammar. Training in pronunciation. Essential vocabulary. Short compositions. Elementary readings during the second semester.

201-202 Intermediate French — 3 semester hours each

Review of grammar. Advanced study of idiomatic constructions and vocabulary use. Readings. Basic composition technique.

PREREQUISITE: French 101-102 or two years of high school French.

Spanish

101-102 Elementary Spanish — 3 semester hours each

For those with no previous study of the language. Fundamentals of grammar. Training in pronunciation. Essential vocabulary. Short compositions. Elementary readings during the second semester.

201-202 Intermediate Spanish — 3 semester hours each

Review of grammar. Advanced study of idiomatic constructions and vocabulary use. Frequent dictations. Readings. Basic composition technique.

PREREQUISITE: Spanish 101-102 or two years of high school Spanish.

Department of Mathematics

Mr. Carl H. Simmons
Chairman

1 Algebra — No Credit

This course is comparable to high school first course in algebra. Topics studied are real numbers, solving equations and inequalities in one variable, polynomials, factoring, rational expressions, root, radicals, graphs, and other topics.

3 Plane Geometry — No credit

This course is comparable to a high school course in Euclidean geometry. This course is designed to give students a collection of geometric facts, an understanding and appreciation for the deductive process of reasoning, and an opportunity to engage in original thinking.

This course is designed for students whose high school transcripts indicate a deficiency in Geometry.

101-102 Introduction to Mathematics — 3 semester hours each

A study of basic concepts and the structure of mathematics, without undue concern for mathematical procedures. For the student with moderate secondary school training in mathematics desiring a terminal course outside the math-science curricula. Appropriate for prospective elementary school teachers.

Topics studied in Math 101: Sets, logic, numeration systems, rational numbers and real numbers.

Topics studied in Math 102: Mathematical systems, algebra, geometry, probability and statistics.

103 College Algebra — 3 semester hours

Standard college algebra course for freshmen. Topics discussed are: the real and complex number systems; sets and set operations; linear, quadratic, and exponential functions; systems of equations and inequalities, elementary matrices, and determinants; mathematical induction.

PREREQUISITE: Satisfactory score on placement test and High School Algebra.

105 Analytic Trigonometry — 3 semester hours

The topics discussed are: trigonometric functions, logarithmic functions, inverse functions, radian measure, solution of triangles and applications. Three hours per week.

PREREQUISITE: Mathematics 103 and Plane Geometry.

109 Algebra and Trigonometry — 5 semester hours

This is an intergrated course in algebra and trigonometry. The topics are: the real and complex number systems; linear; quadratic, exponential, logarithmic, trigonometric, and inverse functions; inequalities, matrices, series, probability. This course will satisfy the Mathematics 103-105 requirements. Five hours per week.

PREREQUISITE: An above average score on the mathematics placement examination. Two years High School Algebra and Plane Geometry.

111 Engineering Drawing — 2 semester hours

Free-hand lettering, orthographic projection, auxiliary views, sectional views, use of working drawing, isometric projection, technical sketching, prespective, pencil and ink tracing. One hour lecture, 2 hours laboratory per week.

112 Descriptive Geometry — 2 semester hours

Topics discussed are edge and normal views, straight lines and planes, curved lines, curved and warped surfaces, intersections, developments and vector geometry. One hour lecture, 2 hours laboratory per week.

PREREQUISITE: Math 111.

Math 121 Probability and Statistics — 3 semester hours

This is a basic probability and statistics course which covers such topics as central tendency, variability, normal distribution, probability, decision-making, estimation, the T-test, chi-square, regression and prediction, correlation, non parametric statistics, and analysis of variance.

PREREQUISITE: College level math.

161 Mathematics of Finance — 3 semester hours

See course description under Department of Business.

210 Analytic Geometry and Calculus — 4 semester hours

The first of three semesters of unified course in analytic geometry and calculus. The topics studied are: real number system; cartesian coordinates; functions; limits and continuity; the derivative; differentiation of algebraic functions; applications of derivatives; and antiderivatives.

PREREQUISITES: Math 109 or Math 103 and Math 105.

211 Analytic Geometry and Calculus — 4 semester hours

The second of three semesters of unified course in analytic geometry and calculus. The topics studied are: definite integrals; application of definite integrals; conics; transcendal functions; technique of integration; popular coordinates; parametic equations; improper integrals; and indeterminate forms.

PREREQUISITE: Math 210.

212 Analytic Geometry and Calculus — 4 semester hours

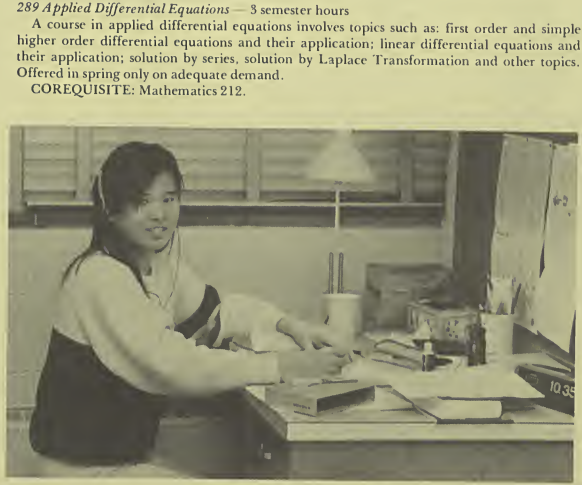
The third of three semesters of unified course in analytic geometry and calculus. The topics studied are: three-dimensional space; partial differentiation; multiple integrals; infinite series; and differential equations.

PREREQUISITE: Math 211.

289 Applied Differential Equations — 3 semester hours

A course in applied differential equations involves topics such as: first order and simple higher order differential equations and their application; linear differential equations and their application; solution by series, solution by Laplace Transformation and other topics. Offered in spring only on adequate demand.

COREQUISITE: Mathematics 212.



Department of Religion and Philosophy

Mr. Rowland S. Pruette
Chairman

101 Old Testament — 3 semester hours
Introduction to Old Testament History. A fresh approach to the story of Ancient Israel by combining the elements of historical and archaeological research, literary criticism, and biblical theology.

102 New Testament — 3 semester hours
Introduction to New Testament History. An attempt to set forth the story of Christian origins against the background of its own social, political, and cultural setting.

103 Religion — 3 semester hours
Travel in Israel: This course is designed to introduce the student, through travel and lecture, to the archaeology, geography, and history of Biblical lands. It is offered every two years between the fall and the spring semesters, when there is sufficient demand.

121 Honors Program in Religion — 3 semester hours
A second semester freshman with an over-all average of at least 3.0 on all work attempted may elect to do a religion honor rather than take Religion 102. This honors program will be offered during the Spring Semester of each year, the subject being announced during the preceding Fall Semester. Participants will be involved in one major research project each semester. Much of the student's work will be on an individual basis under the supervision of the professor who directs this program.

201 Introduction to Philosophy — 3 semester hours
This course is designed to introduce students to philosophical concepts and problems through consideration of representative philosophers. Open to sophomores.

131 Introduction to Ethics — 3 semester hours
A practical introductory study of Christian values and their relationship to the decision-making process, the principles of biblical ethics, and specific issues in contemporary society. Offered only in spring semester.

Department of Science

Dr. Garth D. Faile
Chairman

Biology

101-102 General Biology — 4 semester hours each

An introduction to the unifying principles and concepts in biology, including the study of cellular and organismic processes, evaluation, genetics, plant and animal diversity, and ecological concepts. Biology 101 is a prerequisite for Biology 102. Three hours lecture and one three-hour laboratory per week.

221 Human Anatomy — 4 semester hours

Introduction to regional gross human anatomy which emphasizes structure, function and concepts of relationships. The laboratory utilizes charts, models, and dissections to visualize structure, unity, efficiency, and beauty of the body. Three hours of lecture and one three-hour laboratory per week. Offered only in the fall semester.

222 Human Physiology — 4 semester hours

Chemical and physical processes of the human organism are developed at the cellular, systemic and organismic level with homeostasis as the unifying concept. Cardiovascular, muscular, and nervous mechanisms are stressed. Laboratory includes cellular phenomena, tissue and organ mechanisms and functions of the entire human organism with data collection and interpretation stressed. Three hours of lecture and one three-hour laboratory per week. Offered only in the spring semester.

PREREQUISITE: Biology 221 or Biology 101. Chemistry 102 recommended.

241 Microbiology — 4 semester hours

Introduction to morphology, fundamental physiological processes and the identifications of micro-organisms with emphasis on bacteria. Some study of beneficial and disease causing microbes is included. Exactness of laboratory techniques and procedures is required. Three hours of lecture and one three-hour laboratory per week. Offered only in the spring semester.

PREREQUISITES: Biology 101 and Biology 121-111, or permission of the department.

Chemistry

102-103 General Chemistry — 4 semester hours each

This course emphasizes the fundamental principles, theories, laws and basic concepts of chemistry. The laboratory provides experience to enhance understanding of these concepts. Three hours of lecture and one three-hour laboratory per week.

COREQUISITE: Eligibility to take Math 103.

275-276 Organic Chemistry — 4 semester hours each

This course includes a systematic study of the various aliphatic and aromatic hydrocarbons and their derivatives with emphasis on modern theories of structure and reactivity. The laboratory includes the synthesis, purification, and identification of organic compounds. Students are introduced to the use of polarimetry, gas chromatography and infrared and ultraviolet spectroscopy in the laboratory. 275 is offered only in the fall semester and 276 is offered only in the spring semester.

Physics

101-102 Physics - General Physics — 4 semester hours each

A first course in college physics for all students. The first course covers basic principles of mechanics, heat, thermodynamics, wave motion and optics. The second course includes the study of electricity, magnetism, and modern physics. Three lecture and one two hour lab per week. 101 is offered only in the fall semester and 102 is offered only in the spring semester.

COREQUISITE: Eligibility to take Math 103

203-204 Physics - Advanced General Physics — 4 semester hours each

A first course in college physics for students needing a calculus based course. The basic principles of mechanics, electricity, magnetism, and modern physics are presented. The first course includes kinematics, dynamics, energy, oscillatory system, and waves. The second course includes electrostatics, magnitostatics, DC and AC circuits, and modern physics. Three hours of lecture, and a three hour lab per week. 203 is offered only in the fall semester, and 204 is offered only in the spring semester.

COREQUISITE: Math 210

Independent Study

279 A, B, C, Biology — 1 semester hour each
289 A, B, C, Chemistry — 1 semester hour each
299 A, B, C, Physics — 1 semester hour each

This is an individual problem course designed to give the interested student additional laboratory experience. Each student will work under the direction of a faculty member on some problem of mutual interest. At the end of the semester a report on the project is submitted to the department.

PREREQUISITE: Consent of Professor.

201 Computer Applications for Science and Mathematics Majors — 3 semester hours

A science and mathematics oriented introduction to computer programming. Meaningful application problems, simple numerical solutions methods, and data analysis techniques are presented to develop programming proficiency. A working knowledge of algebra and trigonometry is assumed. A background in chemistry and physics is strongly suggested. Two hours of lecture and two hours of laboratory per week. Offered only in spring semester.

Department of Social Science

Mr. Warren G. Sexton
Acting Chairman

101-102 Western Civilization — 3 semester hours each
A survey of history from the ancient times to the present. In the first course, emphasis is on major civilizations of the Near East, Greece, Rome, the Middle Ages, the Renaissance and the Reformation. The second course covers the leading events in world history from the early modern period through the present.

201-202 United States History — 3 semester hours each
A survey of the influences and forces that have made our country what it is today. Outside reading in primary and secondary sources.

205 Local History — 3 semester hours
This course is designed to introduce students to the research and study of local history. Emphasis will be placed upon source materials, local governmental development, early architecture, and early documentary photographs. Outside reading and research required. Offered in the spring semester of even numbered years.

Sociology

205 Introductory Sociology — 3 semester hours
An introduction to the concepts of sociology. Consideration is given to culture, socialization, the human community, population, social class, the institutions of the family, economics, politics, religion, education, social change, dissent and post- industrial society.

207 Courtship and Marriage — 3 semester hours
An intensive study of the family as a basic institution of our culture. Included are topics such as dating, choice of mate, engagement, sex roles, communication, sex education, adjustment after marriage, and some basic principles in child rearing. Offered only in the fall semester.

Government

108 Government — 3 semester hours
An introduction to the basic principles, organization, and functions of American national government. A brief view is also taken of state governments.

Geography

151 Introductory Geography — 3 semester hours
This course is designed to introduce the student to the interrelationships that exist between man and his physical environment. Elements and classification of the physical environment, man's ability to adjust to or alter that environment, and the geographical processes resulting from that interaction will all be analyzed as they appear in major regions of the world.

251 Geography Foreign Study Tour — 3 semester hours
A guided tour of selected areas to study physical, economic, and cultural environments and their influence on man. A pre-tour reading and note-taking assignment, on-the-scene comments by the instructor or by local guides, and a post-tour written report will be utilized to give focus and meaning to the student's observations. Offered during the summer months upon sufficient demand.

Psychology

201 General Psychology — 3 semester hours

This is a survey of problems, methods, and findings of Psychology. Consideration is given to heredity, socialization, personality, mental health, drugs, prejudice, learning, thought control and aggression.

206 Child Development —3 semester hours

A study of the physical, intellectual, social and emotional development of children. It will provide a background for students who plan to enter teaching, or any other occupation involving working with children.

PREREQUISITE: Psychology 201. Offered in the spring semester.

Economics

See course descriptions under Department of Business.

Social Science Honors

An honors might be taught parallel to any course in the Social Science Department and would be designated by an "H" after the number of the course. An honors involves intensified study of the subject matter of the regular course and would involve research projects and seminar work. The students would be a limited number chosen by the professors. The course would carry three semester hours credit. An attempt will be made to schedule one honors each year.

Developmental Studies

001 Reading — No Credit

Reading 001, is designed to raise the reading level of students with low scores on the Nelson — Denny Reading Test. Taken concurrently with English 101. Such students are required to have the course before entering English 102.

002 English — No Credit

English 002 is a course intended to help students attain the competence necessary for success in English 101 and subsequent courses. The course consists of closely supervised training for the student in coherent sentence structure, development of paragraphs and short compositions.

1 Algebra — No Credit

This course is comparable to high school first course in algebra. Topics studied are real numbers, solving equations and inequalities in one variable, polynomials, factoring, rational expressions, root, radicals, graphs, and other topics.

3 Plane Geometry — No Credit

This course is comparable to a high school course in Euclidean geometry. This course is designed to give students a collection of geometric facts, an understanding and appreciation for the deductive process of reasoning, and an opportunity to engage in original thinking.

This course is designed for students whose high school transcripts indicate a deficiency in Geometry.

New Poets Review

A Literary Supplement
to the
Chowan College Catalog

Announces

A Poetry Contest to select poetry for inclusion in *New Poets Review:* A Literary Supplement to the Chowan College Catalog.

$25.00 *First Prize*
for best entry

$15.00 *Second Prize*
for next best entry

$10.00 *Third Prize*
for last of the prized selections

With up to 7 Honorable Mentions to be published in the *Review.*

Rules

1. This contest is open to those with a deep interest in poetry.
2. All entries must be completely original and never before published. Chowan College will have first publishing rights, after which the rights revert to the contributors.
3. All entries must be typed on 8½ x 11 inch unlined paper.
4. Only three separate entries may be submitted by each contestant.
5. Poetry may include what is traditionally considered free verse, light verse, blank verse, etc. However, no one selection should be more than 45 lines in length.
6. Entries must be submitted by March 2, 1986. Winners of the contest and their selections to be published will be announced by March 30, 1986.
7. *If return of entries is desired, a stamped, self-addressed envelope must accompany the entries.*
8. Entries are to be mailed to the following:

Editorial Board
New Poets Review
Chowan College
P.O. Drawer 37
Murfreesboro, N.C. 27855

The top three winning poems along with 7 Honorable Mentions will be published in the *New Poets Review:* A literary Supplement to the Chowan College Catalog. Published annually, the Chowan College Catalog, with a distribuiton of 25,000, reaches all the United States and a growing number of foreign countries.

New Poets Review

A Literary Supplement
to the
Chowan College Catalog

Announces

Contest Winners

First Prize:	A.V. Christie Poughkeepsie, New York
Second Prize:	Gilbert Allen Greenville, South Carolina
Third Prize:	Lucinda Roy Fayetteville, Arkansas
Honorable Mention:	Phillip Horne Durham, North Carolina
	Norman German Lake Charles, Louisiana
	Kate Bergerhouse Carbondale, Illinois
	Anthony S. Abbott Davidson, North Carolina
	Donna Walters Arlington, Virginia
	Jack McManis University Park, Pennsylvania

Epitaph Proofs

i.

Son of the letter press,
he fed it paper.
Rollers licked the black moon,
slid over type.
It left a message
which cast iron palms offered up
only to him.

ii.

He learned young to think right to left
in mirror image.
He never took tweezers to p's or q's
because his hand knew
the boxed maze of each type drawer.

iii.

With slivers of lead and mortar of en
he used his thumb, built steel pages
and wrapped them in twine.

iv.

His shoulders: shaped from setting.
His blood: thinned with Jack Daniels.
His voice: a thick sixty-five years of Lucky Strikes.

v.

Now earth ink stains his nails.
We kneel and print knees on his ground.

A.V. Christie
Poughkeepsie, New York

American Dream

Black Lincolns snuffling up
the half circle, now
we're in them, now
we're out. Inside

the clubhouse, it's Scotch
served, Kneegrows
serving, short sleeves
commanding tuxedos, Saturday.

What drives we marvel
as we walk from the first tee
down the fairway swathed
within rough, straight

as our shots, and hit
irons almost to the
fringe. It's just a short
chip to the green

from here, we're almost home now
and can be frank, finally
in the middle of this living carpet, about
that tiny hole.

Gilbert Allen
Greenville, South Carolina

THE RIDE
For my father

I was on a carousel with him and he told me to hold on
so I did what I was told for he was big as Jesus to me
and just as handsome and I was two-and-a-half
and that's a small number if you think about it long enough
and he was nearly ten times older than me when he died.

I told the girls at school Wog was a terrible name
for one's father, and as inaccurate as nigger.
He was my mother's lover and her husband,
and there was much to him. He carved in ivory and wood
and everyone who bought his work swore it was good
and paid him enough to keep working in a factory.

When I saw him last he was wearing striped pyjamas.
He waved to me from his ward. Children weren't allowed
So we waited in the waiting room and my brother almost choked
on a "lifesaver" till a nurse turned him
upside down. Then out came the white mint
with the hole that saved him.
I dreamed my father died and in the morning
when I woke my mother was by our bed.
"How will I light the fire?" she said.
My father had been the one
to coax heat out of the ancient heater.
It was cold in our house; our breath came out
Round — like balloons or big zeros
and dissolved till we breathed again.
We learned to accommodate spaces, to ease into them
the way a snake eases into a drain.

One day we moved away from the house where he'd been.
We left behind the breath balloons and the spaces he'd made.
And tried to find things to fill ourselves up with.
My mother said he was with us in the things he'd made.
She put them all over the new house and he became them.

Now I paint and write, and the awful holes we live with
are filled in for me with form and a kind of order.
But sometimes, at night, I feel the spin of the world —
the earth's axis making that huge 0 in the larger 0 of space
and then
I am on a carousel with him and he's telling me to hold on
and it's going faster now faster all the time
and I am twenty-nine-and-a-half
and that's a tiny number if you think about it long enough
and he is big to me bigger than Jesus
and far more handsome.

Lucinda Roy
Fayetteville, Arkansas

Testimonial
(for Ed)

"I have no language for cold Sundays,"
he told me, recalling
a stiff cotton rope
he rose at dawn
to ring, announcing
religion to the village
half dreaming.
"I know only that doors
groaned
against my opening, stairs
creaked up and down. I was alone
until the old man appeared, the caretaker
warming the parish. He passed
a bill to me as I counted books
for singing. I hurried through
to reach the corner, catch my brother's
stride on the way home.
He had tossed the last
paper, tightly rolled
before I was awake, before we would return
to my mother's house;
there she would rise,
bells ringing,
news delivered,
from a bed half empty."

Phillip Horne
Durham, North Carolina

After The Heart Attack

Three packs of Luckies a day
for thirty-five years clogs arteries.
The doctor said quit altogether
if you want to live.
But even under the hypodermic eyes
of the ward nurse he couldn't stop.
A man has to do these things
in order to think. It's all about
composure.

Now at home he tries harder.
Looks out the front door window.
Always a dog-man, he says something
to the cat. Walks out back to see
his okra blossoms saying yellow
and to prop up the heavy purple breast
of an eggplant. He is about to
spontaneously combust.

Inspecting the dusty leaves of the maple
shading the garden, he wonders how
sunlight turns into wingnut seeds.
He walks past rows of cauliflower
artichokes beets cabbage,
thinking of the hearts of tomatoes
and irrigation.

Norman German
Lake Charles, Louisiana

Grandpa Zayde's Wine Cellar

Floor to ceiling wine racks rot.
The top racks are heavy
With red Kosher wines from Israel
Tipped downward
Passover pure
Too sweet (from Mount Carmel)
Their dusty labels gold
Embossed
In Hebrew.
Below them,
Mead
Suckled from Israeli
Honeycombs—
From raped Syrian flowers.
The sweetest honey
Fermented with streams
Of milk and the dust
Of explosives.
On the bottom,
Tipped in cellar puddles
Uncle Fetter-Moishe's Elderberry.
Homemade.
Zayde says untouched for years
Since the day
Fetter-Moishe died
When he joined Jews for Jesus.

Kate Bergerhouse
Carbondale, Illinois

Night Swimming

I revel in reversal, coming as the others go,
choking in their dust on the dirt road,
watching the blinking of brakes in the mirror,
turning at last in the gray gravel driveway.

The house is dark. Good. I do the ritual feelingly.
Glasses, wallet, keys, rings, coins on the bureau
by the buffered aspirin. Trousers, belt, shoes
scatter themselves across the floor to the door.

Towel in hand, I pad down the gnarled path,
yellow dog following. Feet on the dock steps
and then the intersection of skin and lake,
deeper and deeper into the colder darkness.

Eyes accustom to the dark—the thin night
shows stars and the shape of farther shores.
The rhythm of strokes frees the mind for thought.
It is the present I want to catch—

Not the fish having jumped or about to jump
but the fish jumping. We wish our lives away,
leaping across the moment to the thing wanted
and once attained not wanted any more. Meanwhile

our skin tingles for now and we forget the feel
of water at night. If I rest here long enough
I may catch the moment in a new way and give it
to you wrapped in wonder and ribboned in imagination.

It looks like mud and stones and dead brush
under the pier. But farther out shapes change,
and stars make new configurations in the cleaner
air. Children know these things and lovers

and we who have stubbed out toes and breathed
brackish water. We who once gave up night swimming
have learned them once again. The dog knows
your smell. Walk down the path. He will not stir.

Anthony S. Abbott
Davidson, North Carolina

The Caseworker's Report

She nourished him
The first nine months
Inside her
With saltines
And diet soda
Which seems to have left a bitter taste
Even twelve years later.
He was a fragile child
Afraid of the sun
So she kept him
In the dark
Secret Storm droning him
To sleep in the still afternoons
All the same
Smoke passing over his small head
A quarter a joint
From one hand whispering
To the fingers
Of someone else's father.
Even in the dim light
She covered his squinting eyes
The sound of motors
Overhead
The glinting metal in the sky
Was enough to set him rigid
And squalling.
In the evenings
She prayed God would
Send her strength to deal
With such a helpless, sickish child
Lord knows
She already had two others
And more yet to bear.

Donna Walters
Arlington, Virginia

NIGHT SEA OUT OF TIME

Homage to Albert Ryder
(1847-1917)

Laden, a painter worked his way
past pebbles and bent mallows,
lank sedges and wiry beach grass
to the sea. At tide edge
he set up easel and palette,
brushes, palette knife,
and then,
bound by thongs
of moonlight and time,
he reached out to touch
spectral waves bearing in,
reaching for him
as if summoned, as if
hungry to touch
the spectral tide
of kinship his soul bore,
so lovingly
calling them, calling them.

The jewelry of water
flowing through his hand
sought its place on canvas
to outstay that night
and a sea of nights to come.

Elongated by moonlight
(and time), his shadow
lay still on the sand
as he stood
hour on hour painting,
until
sand shadow went black
in the closing mouth
of darkness. Seaglitter
went dark, Moonset
set him free.
Laden
more heavily now, he turned
his back to the shore
and tracked through sand
which clung and clung,
not wanting to let him go,
wanting to hold him prisoner
with his cargo of pearl
stolen from time and the moon,
from time, moon and the sea.

Jack McManis
University Park, Pennsylvania

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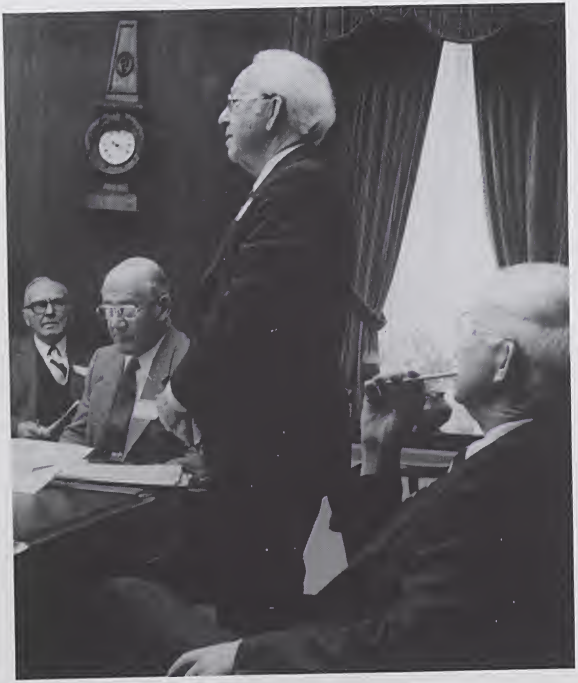

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